

OPS CHAPTER 26 – Glossary and Terminology

26.1 GLOSSARY

A

AA: Alcoholics Anonymous

ABA - American Bar Association

ACA: American Corrections Association

ACRS: Automated Criminal Risk Score

AFAMIS: Accounting Financial Automated Management Information System. A program in AS/400 for ordering equipment and supplies for state offices.

AKA: Also known as; not true name.

AM: Administrative Message. A miscellaneous message being sent via LEDS.

ABATEMENT: To quash or put an end to a nuisance or act which is capable of being suppressed.

ABET: To encourage, to incite or set another on to commit a crime. This word is always applied to aiding the commission of a crime.

ABEYANCE: When a decision has not been decided; unsettled, as when probation revocation hearing was held and probation continued, the decision has been held in abeyance.

ABODE: Ones home; habitation; place of dwelling; or residence.

ABSCOND: Offender left without permission of supervising officer; whereabouts unknown.

ABSTRACT OF RECORD: A complete history in short, abbreviated form of the case as found in the record.

ACCEPTANCE/REJECTION REPORT: A report submitted to Interstate Compact after investigation for transfer to Oregon supervision from another state.

ACCOMPLICE: A person who knowing, voluntarily, and with common intent with the principal offender unites in the commission of a crime.

ACCORD: An agreement between two persons whereby one who owes an obligation will give a substitute of money or performance and the other, upon receipt of such substitute, will give up his right to bring suit for the unpaid obligation: an out of court settlement. The fulfillment of the agreement is termed a satisfaction.

ACCOUNTABLE: Responsible; liable to punishment.

ACCUSED: The person against whom an accusation is made; one who is charged with a crime or misdemeanor.

ACKNOWLEDGE: To own, avow, or admit; to confess; to recognize one's acts, and assume the responsibility therefore.

ACQUIESCE: -To give an implied consent to a transaction, to the accrual of a right, or to any act, by one's mere silence, or without express assent or acknowledgment.

ACQUIRE: To gain by any means, usually by one's own exertions.

ACQUIT: To set free, release or discharge as from an obligation, burden, or accusation.

ACQUITTAL: When a person is declared innocent of a crime he/she has been charged with.

ACTION: An ordinary proceeding in a court of justice by which one party prosecutes another for the enforcement or protection of a right, the redress or prevention of a wrong, or the punishment of a public offense.

ACTION PLAN: A plan (directive) the supervising officer expects to accomplish; a legal document that can be used in Court; offender is given a copy; a copy goes in the file.

ACTIVE SUPERVISION REVIEW DATE: A review date based on crime severity, good days, and guideline category. Applies to sentencing guidelines cases under the supervision of the Board of Parole & Post Prison Supervision.

ADDENDUM: Additional information submitted to the Court on a report that was submitted earlier.

ADDICT: One who has acquired the habit of using spirituous liquors or narcotics to such an extent as to deprive him of reasonable self control.

ADDICTION: When someone has progressed beyond control over alcohol and/or drugs. Emotional and/or physiological dependence.

ADDUCE: To present, bring forward, offer, introduce. Used particularly with reference to evidence.

AD HOC: For this; for this special purpose.

ADJOURN: To put off; defer; postpone. To postpone action of a convened court or body until another time specified.

ADJUDGE: To pass on judicially, to decide, settle, or decree, or to sentence or condemn.

ADJUDICATION: A judicial decision or sentence.

ADJUNCT: Something added to another.

AD LITEM: For the suit, for the purposes of the suit; pending the suit. A guardian appointed to prosecute or defend a suit on behalf of a party incapacitated by infancy or otherwise.

ADMISSIBLE: Evidence capable or worthy of being considered by the trier of fact.

ADMISSION: A voluntary or implied acknowledgment, confession, or concession of the existence of a fact, or of the truth of an allegation, made by a party to the case. An admission is an exception to the rule against hearsay evidence.

ADMONISH: To caution or advise.

ADOPT: To accept, appropriate, choose, or select; to make one's own which was not so originally.

ADVERSARY: A litigant -opponent, the opposite party in a writ or action.

ADVERSARY PROCEEDING: One having opposing parties; contested, as distinguished from an ex parte application; one of which the party seeking relief has given legal warning to the other party, and afforded the latter an opportunity to contest it.

ADVICE: View; opinion; the counsel given by lawyers to their clients; an opinion expressed as to wisdom of future conduct.

ADVISE: To give an opinion or counsel or recommend a plan or course of action; also to give notice.

ADVISED: Prepared to give judgment after examination and deliberation. The court took time to be advised.

ADVISEDLY: With deliberation; intentionally.

ADVISEMENT: Consideration; deliberation, consultation.

ADVOCATE: (Verb) - To speak in favor of; defend by argument.

ADVOCATE: (Noun) - One who assists, defends, or pleads for another; one who renders legal advice and aid and pleads the cause of another before a court or tribunal, a counselor.

AFFIANT: The person who makes and subscribes an affidavit.

AFFIDAVIT: A notarized document submitted to the Court with a Revocation Recommendation or Special Report of Violation that recommends a Bench Warrant be issued or a Citation for a Show Cause hearing.

AFFIDAVIT OF PREJUDICE: Sets forth a reason why a trial cannot be held before a particular judge.

AFFIRM: To ratify, make firm, confirm, establish, reassert.

AFFIRMATIVE DEFENSE: A defense the defendant must prove which will defeat the plaintiffs or prosecution's case as a matter of law.

AFORESAID: Before, or already said, mentioned, or recited; premised.

AGENT: A person authorized by another to act for him; a substitute or a deputy, appointed by a person and given discretionary power to act in his behalf.

AGGRAVATED ASSUALT: is the unlawful attack by one person on another to inflict severe bodily injury. It is usually accompanied by the use of a weapon or other means to inflict serious bodily harm or death.

AGGRAVATED MURDER: Is the willful killing of another when any of the following aggravating circumstances is: killing for pay; prior homicide conviction; multiple victims; torture or ; murder related to the victims performance of duties in the criminal justice system (police, juror, witness, etc); offender in custody of the criminal justice system; use of explosives; during the course of any of the following crimes; arson, criminal mischief, burglary, escape, kidnapping, felony, sex offenses, or compelling prostitution; concealing a crime or its perpetrator, or escaped offender not yet returned to penal facility.

AGGRIEVED PARTY: One whose legal right is invaded by an act complained of, or whose pecuniary interest is directly affected by a decree or judgment.

AID AND ABET: Help assist, or facilitate the commission of a crime, promote the accomplishment thereof, held in advancing or bringing it about, or encourage, counsel, or incite as to its commission.

ALCOHOLIC BEVERAGE: The term is distinguished from the term intoxicating liquor, in that a beverage may be alcoholic in that it contains some alcohol, and yet not be intoxicating.

ALCOHOLIC LIQUORS: Alcoholic, spirituous and malt liquors means intoxicating liquors which can be used as a beverage, and which, when drunk to excess, will produce intoxication.

ALCOHOLISM: A morbid condition resulting from the inordinate or excessive use of alcoholic beverages.

ALFORD PLEA: In case law, Alford was a United States Court case in which the defendant, Alford, was charged with Murder and pled no contest even though he would not admit his guilt. Therefore, Alford would be another term for a no contest plea.

ALIA: Other things (Latin).

ALIAS: Otherwise called, indicating one was called by one or the other of two names. An assumed name.

ALIBI: Elsewhere; in another place.

ALLEGATION: A statement by a party to a legal action who claims it can be proved as fact; i.e., alleging violation of Conditions of Supervision.

ALLEGED: Stated; recited; claimed; asserted; charged.

AMBIGUITY: Doubtfulness; double ness of meaning.

AMENABLE: Subject to answer to the law.

AMEND: To improve. To change for the better by removing defects of faults.

AMENDED SENTENCE ORDER: A Court order that amends the original sentence order. Can also add or delete former conditions of the original sentence order.

ANALOGY: In logic. Identify or similarity of proportion.

ANCILLARY: Aiding; attendant upon; describing a proceeding attendant upon or which aids another proceeding considered as principal.

ANNOTATION: A remark, note, or commentary on some passage of a book, intended to illustrate its meaning. Annotations are often found in the State's Code books after a particular statute. The publishers list several cases previously decided in that State which interpret what the statute means or how it has been applied. Annotations are also

found in volumes of case books which reprint decisions of the State's highest appellate court or the United States Supreme Court. The annotations will discuss the case and give a history of other cases related to the one printed.

ANSWER: A pleading by the defendant in a civil case that contests the plaintiff's allegations of facts set forth in the complaint.

ANTABUSE: A chemical/medication that makes a person ill if they consume alcohol.

APPEAL: A challenge by the defendant to courts decision; an appeal asks for another hearing.

APPEAL BOND: Set by the court and filed by the appellant to stay issuance of execution until cause can be passed upon and disposed of by the superior court.

APPEAL IN FORMA PAUPERIS: A privilege given indigent person to prosecute an appeal without payment of fees or costs.

APPELLANT: The party who takes an appeal from one court or jurisdiction to another.

APPEARANCE: The formal proceeding by which a defendant submits himself to a court's jurisdiction.

ARBITRATION: The submission for determination of disputed matter to private unofficial persons selected in manner provided by law or agreement.

ARCHIVES: A permanent storage facility for criminal records.

ARGUMENT: An effort to establish belief by a course of reasoning.

ARRAIGN: Arraignment of a defendant consists of calling upon him by name, and reading to him the indictment, and demanding of him whether he be guilty or not guilty, and entering his plea.

ARRAIGNMENT: First appearance in Court, time defendant is formally charged with offense.

ARREST: When police take an offender into custody and lodged in jail or can be cited and released; parole/probation officers also arrest DOC offenders who are lodged in jail.

ARREST WARRANT: 1) A document granting authority to any agency authorized to arrest, detain, and hold a DOC escapee or Board of Parole and Post-Prison Supervision absconder in custody until arrangements can be made to return individual to the custody of the DOC. 2) A written Court Order issued and signed by the Court commanding a peace officer or other specified person to arrest an individual who is accused of an offense, or who has absconded supervision while on probation.

ARSON: is intentionally damaging or destroying the property of others by means of fire or explosion without the consent of the owner. Both fraudulent burning of ones own insured property and attempts at arson are included as property index crimes.

AS/400: (Application Systems/400): An IBM Mini-Computer that allows many users to access the computer at the same time from a terminal or PC.

ASSIGNEE: A person to whom an assignment is made; grantee.

ASSIGNMENT: A transfer to another of the whole of any property, real or personal, in possession or in action, or of any estate or rights therein. A transfer by writing as distinguished from one by delivery.

ASSIGNOR: One who makes an assignment; one who assigns or transfers property; grantor.

ASSUALT: is an apparently violent attempt to threaten harm to another person without actually hurting them.

ASSUMPTION OF THE RISK: An affirmative defense in a negligence case which alleges that the plaintiff knew of the danger involved in what he was doing, did nothing to prevent his own injury and therefore as a result must bear the consequences of the action, and cannot ask for the defendant to pay for his injury.

AT ISSUE: Status of a case when a particular point of fact is alleged by one party and denied by the other party. A case is most commonly at issue when a complaint and an answer have been filed.

ATTACHMENT: The act or process of taking, apprehending, or seizing persons or property, by virtue of a writ, summons, or other judicial order, and bringing the same into the custody of the law, used either for the purpose of bringing a person before the court, of acquiring jurisdiction over the property seized, to compel an appearance, to furnish security for debt or costs, or to arrest a fund in the hands of a third person who may become liable to pay it over.

ATTORNEY: In the most general sense this term denotes an agent or substitute, or one who is appointed and authorized to act in the place or stead of another.

ATTORNEY AT LAW: An advocate, counsel, or official agent employed in preparing, managing, and trying cases in the courts. An officer in a court of justice, who is employed by a party in a cause to manage it for him.

ATTORNEY OF RECORD: Attorney whose name must appear somewhere in permanent records or files of case, or on the pleadings of some instrument filed in the case, or on appearance docket.

ATTORNEY FEES: Any fee paid to the Court for Court appointed attorney; offender may be required to reimburse the State of Oregon.

AUTO REVOKE: A defendant violates parole/post-prison supervision as a result of a conviction of a new crime and the court orders a prison term. Parole/post-prison supervision terminates without a violation hearing per ORS 144.345(2) and the defendant's parole/post-prison supervision is automatically revoked.

AVOW: In pleading. To acknowledge and justify an act done.

B

BAF: Board Action Form (issued by Board of Parole and Post-Prison Supervision).

BACKUP: All documents and systems should be routinely backed up in case you lose the hard disk. Backing up the program on the system is especially important in case of hard disk loss; backing up documents daily (if lots of documents are generated) is advised.

BAIL: Obsolete term. See Security Amount.

BAIL BOND: An obligation signed by the accused with other persons as sureties, to secure his presence in court.

- a. Cash - A sum of money forfeited, such amount imposed as a punishment for an offense.
- b. Bond Forfeiture - Upon failure of a defendant to appear in court on a date of a defendant to appear in court on a date previously set after release from jail on a bail bond, the bonding company is advised to produce defendant or cash bail shall be due and payable in the court as set on the bond.

BAILIFF: An officer of the court whose function is to maintain order and to assist with the proceedings by ushering witnesses to the stand.

BALLOT MEASURE 10 CASES: Crimes committed by parolees after December 4, 1986 and before November 1, 1989. Parolees cannot be discharged until they have served three years inactive supervision after serving the Board ordered formal supervision period (See Inactive Parole). (Also refer to the section in the manual that discusses Ballot Measure 10 cases).

BEDS: (or bed space) is a common measure of the capacity of institutions, including jails and prisons.

BENCH PROBATION: Probation to the Court, not formal probation.

BENCH WARRANT: A warrant issued by the Court for a person's arrest.

BENEFICIARY: One for whose benefit a trust is created. A person having the enjoyment of property of which a trustee, executor, etc. has the legal possession. The person to whom a policy of insurance is payable. One receiving benefit or advantage, or one who is in receipt of benefits, profits, or advantage.

BILL OF PARTICULARS: A written statement of specification of the particulars of the demand for which an action at law is brought, or of a defendant's set-off against such demand, (including dates, sums, and items in detail), furnished by one of the parties to the other, either voluntarily or in compliance with a judge's order for that purpose.

BLOCK NUMBERS: A temporary 8-digit ID number assigned by AS/400 when a new offender is admitted, when a State Identification Number (SID) is not available. You cannot enter a record in EPR until you have a SID number. An offender must be fingerprinted in order to get a SID, and then change from the Block Number to the SID number in OPS, and forward documentation to Central Records.

BOARD OF PAROLE AND POST-PRISON SUPERVISION: Same as Parole Board (refer Parole Board).

BOARDER: An inmate housed in another county, state or federal prison at the expense of the Department of Corrections (bed rental), or through reciprocal agreement with another state.

BONDSMAN: A surety; one who has entered into a bond as surety.

BRANCH OFFICE: A Community Corrections office within a specific county. Also referred to as field office.

BREACH: The breaking or violating of a law, right, or duty, either by commission or omission.

BREACH OF THE PEACE: A violation or disturbance of the public tranquility and order. The offense of breaking or disturbing the public peace by any riotous, forcible, or unlawful proceeding.

BREATHALYZER: A test of breath for alcohol consumption. Breathalyzer uses a glass ampoule for testing with a calibrated dial; the digital type test is an intoxilyzer.

BRIEF: A written or printed document prepared by a party or his attorney which is filed in court and sets forth both facts and law in support of his case.

BROWSE: As used in ISIS, page through full screens of information. For example, if you selected a number of Treatment programs to view; you could then Browse Forward (F8) and view another program or Browse Backward (F7) to view another program.

BURDEN OF PROOF: The necessity or duty of affirmatively proving a fact or facts in dispute on an issue rose between the parties in a case. For example, in a criminal case, the prosecutor has the duty (burden of proof) to prove that the defendant is guilty beyond a reasonable doubt.

BURGLARY: 1st degree - The unlawful entering or remaining in a dwelling with the intent to commit a crime therein. Or entering or remaining in a building other than a dwelling if armed with burglar's tools or a deadly weapon, or if physical injury is caused or attempted; or if use is threatened or made with a dangerous weapon.

BURGLARY: 2nd degree - The unlawful entering or remaining in a structure other than a dwelling with the intent to commit a crime therein.

C

CAA: An abbreviation used for court appointed attorney.

CC: An abbreviation used for concurrent sentences. Can be used for collateral contacts.

CCA: Community Corrections Act.

CCH: Computerized Criminal History; offender records obtained from LEDS, NCIC, and FBI.

CIS: Corrections Information System. Computer System w/info about offenders in prison and on probation, parole, and post-prison supervision.

CPAI: Corrections Program Assessment Inventory.

CPU: Central Processing Unit.

CS: An abbreviation used for community service and/or consecutive sentences.

CSS: Crime Severity Scale.

CTS: Credit for time served during incarceration.

CVAF: Crime Victims Assistance Fund; a fund set up to assist victims of crimes.

CALENDAR: A computerized version of a scheduling calendar. It allows you to schedule events, appointments and meetings by date and time; with text describing the event.

CALENDARING: A computerized version of a scheduling calendar. It allows one to schedule events, appointments and meetings by date and time.

CANCEL: To stop something that you were working on and go back to where you started.

CAPITAL CASE: One in which the death penalty or life imprisonment may, but need not necessarily, be inflicted.

CAPTION: The caption of a pleading, or other papers connected with a case in court, is the heading or introductory clause which shows the names of the parties, name of the court, number of the case, etc.

CAPSTUN: Chemical agent, which when sprayed in the face, renders the recipient temporarily helpless for a short time; replaced by Pepper mace or other chemical agents.

CARNAL KNOWLEDGE: Coitus; copulation; the act of a man in having sexual bodily connection with a woman; sexual intercourse. There is carnal knowledge if there is the slightest penetration of the sexual organ of the female by the sexual organ of the male. It is not necessary that the vagina be entered or that the hymen be ruptured, the entering of the vulva or labia is sufficient.

CASE: Action, cause, suit, or controversy.

CASELOAD: A county's or parole/probation officer's caseload consists of the offenders under supervision who are felony or misdemeanor offenders; can be probationers, parolees, post-prison, or interstate compact offenders, or a combination.

CASE PLAN: Goals set by supervising officer and the offender to establish long-range planning, signed by offender and supervising officer; copy to offender and copy to file.

CATCH-LINE HEADINGS: Title of a rule of statute.

CENTRAL RECORDS: Part of OISC (Offender Information and Sentencing Computation). Depository for the Official File Material on all felony offenders. Responsible for records archiving, sealing, and expunging of records. The purpose of Central Records is to maintain, in accordance to statutes and administrative rules, the official file documents pertaining to offenders committed to the supervision of the DOC, individuals and agencies in the use of records for research and evaluation.

CERTIORARI: (Lat.) - The name of a writ of review of inquiry. It is a discretionary means by which an appellate court accepts cases for re-examination.

CHALLENGE FOR CAUSE: The removal of a potential juror by a party because the juror has an interest in the case, or a bias or prejudice against the party or his cause.

CHAMBERS: Private office or room of a judge.

CHANGE: To modify a record.

CHANGE OF VENUE: Properly speaking, the removal of a suit begun in one county or district to another county or district for trial, though the term is also sometimes applied to the removal of a suit from one court to another court of the same county or district.

CHATTEL: An article of personal property.

CHIEF CLERK: The principal clerical officer of a bureau or department, who is generally charged, subject to the direction of his superior officer, with the superintendence of the administration of the business of the officer.

CHIEF JUDGE: In some states, the presiding judge.

CHIEF JUSTICE: The presiding, eldest, or principal judge of a court of justice.

CHIP: Miniaturized electronic circuit etched into a piece of Silicon.

CHRONOS: (Chronological). Page in active file (side 3) where Parole/Probation Officer documents activities regarding offender. Contains entries by any staff with information relative to offender. These are done electronically within the ISIS module of the Corrections Information System. USERID stamp with date and time is automatically generated.

CIRCUMSTANTIAL EVIDENCE: Evidence directed to the surrounding circumstances whereby existence of the principal fact in issue may be inferred by the exercise of logical reasoning.

CIRCUIT COURT: A Court that sentences/hears Felony and Misdemeanor cases. (See COURTS)

CITATION: (1) An order or summons by which a defendant is notified of judicial proceedings against him and which directs him to (2) A reference to the text of a statute, ordinance or judicial opinion by the use of identifying numbers such as section, volume, or page numbers.

CITED AND RELEASED: When a person is arrested for a crime, cited and released with instructions when and where to appear for Court; they are not lodged in jail.

CIVIL: t indicates the private rights and remedies of men.

CIVIL ACTION: A personal action which is instituted to compel payment, or the doing of some other thing which is purely civil.

CLASS ACTION: A civil suit brought by one person on behalf of others with similar claims who are too numerous to join as individual plaintiffs.

CLASSIFICATION: The process of evaluating the supervision level needed for each offender being supervised in the field.

CLERK OF THE COURT: An officer of a court of justice who has charge of the clerical part of its business, who keeps its records and seal, issues process, enters judgments and orders, gives certified copies from the records, etc. An assistant whose principal duty is to make correct memorial of courts orders and directions.

CLIENT: A person who employs or retains an attorney, or counselor, to appear for him in courts, advise, assist, and defend him in legal proceedings, and to act for him in any legal business.

CLONE (IBM): A microcomputer produced by a company other than IBM that is compatible with the IBM PC, XT, AT.

CLOSED CASE: A case that is closed to all supervision, regardless of reason. This does not include abscond (case is suspended, in limbo), or transfer cases (supervision changed to another location).

CLOSING SUMMARY AND NOTIFICATION OF SUMMARY REPORT: (CD/910-Per Rule #70) Only to be used when file is closed and official file material sent to Central Records.

CLOSING SUMMARY REPORT: A report to the Court, Parole Board, or Interstate Compact requesting closure of case.

CODE: A collection of the laws published in one or more volumes systematically arranged into chapters and sections with a table of contents and index.

COERCE: Compelled to compliance; constrained to obedience or submission in a vigorous or forcible manner.

COGNITIVE SKILLS: allow offenders to identify irrational and inappropriate thoughts in order to pursue rational thinking and appropriate behavior.

COGNIZANCE: Judicial notice or knowledge; the judicial hearing of a cause; acknowledgment; confession; recognition.

COHABIT OR COHABITATION: Dwelling together. Living, or abiding or residing together as man and wife.

COLLATERAL CONTACT: Contact with anyone other than the offender who can provide information relevant to the supervision of the case.

COMMIT: To send a person to prison, an asylum, workhouse, or reformatory by lawful authority.

COMMITMENT: The warrant by which a court or magistrate directs an officer to take a person to prison. Authority for holding in prison one convicted of crime.

COMMON LAW: Law created not by statute, but by judicial opinions, recognizing the authority of customs and practices dating from ancient English times that are still in effect today. Common law is invalid if it conflicts with federal or state constitutions or statutes.

COMMUNITY CORRECTIONS: describes the system of supervision people living in the community who are on probation, parole, or post-prison supervision. By using classification tools, treatment and support programs, community corrections professionals help preserve public safety while helping offenders make the transition to useful citizenship.

COMMUNITY SERVICE: programs assign offenders to work for government or private non-profit agencies. Manual labor chores might include chopping wood, serving food at senior centers, weeding around public buildings, or helping with park maintenance. Those with special skills SKOP (Drug Reduction of Probationers) programs send offenders to jail when they test positive for substance abuse; two days for the first positive test, 10 days for the second, and 30 days for the third. The program has consistently shown a reduction in the use of drugs.

COMMUNITY SERVICE WORK: Hours of work to be performed in the community as part of sentence. Can be in lieu of fine, attorney fees, or victim's assessment (not restitution) imposed by the Court.

COMMUNITY SUPERVISION: is provided by community corrections agencies for offenders on probation, parole or post-prison supervision.

COMMUNITY WORK CREWS: are composed of offenders working in a group to provide community service. Crews typically clear trails, maintain parks, paint buildings, collect litter or perform other types of manual labor.

COMPACT: Also INTERSTATE COMPACT. This unit, housed in the Dome Building in Salem, is responsible for all Oregon offenders being supervised in other states and other state's offenders being supervised in Oregon.

COMPENSATORY DAMAGES: A payment of money to an injured party by a wrongdoer to restore the injured party to the position he had prior to the injury.

COMPETENT: Duly qualified; possessing the requisite natural or legal qualifications; legally fit.

COMPLAINANT: Person who seeks to initiate court proceedings against another person. In a civil case the complainant is the plaintiff; in a criminal case he is the person who completes a complaint form and delivers it to a magistrate prior to the issuance of an arrest warrant.

COMPLAINT: CIVIL - Initiatory pleading on the part of the plaintiff in a civil action. Its purpose is to give defendant information of all material facts on which plaintiff relies to support his demand.

COMPLAINT: CRIMINAL - A charge preferred before a magistrate having jurisdiction, that a person named has committed a specified offense.

COMPLETED: In the Work with To-Do List section, to designate that a task has been fulfilled.

CON: A slang or cant abbreviation for confidence, as a con man or congame.

CONCEAL: To hide; secret; withhold from the knowledge of others; to withdraw from observation; to withhold from utterance or declaration; to cover or keep from sight.

CONCLUSIVE EVIDENCE: That which is incontrovertible, either because the law does not permit it to be contradicted, or because it is so strong and convincing as to overbear all proof to the contrary and establish the proposition in question beyond any reasonable doubt.

CONCURRENT SENTENCE: A sentence running for same period of time as another sentence. Can be same or different docket number.

CONDITIONAL DISCHARGE: A defendant is granted discharge subject to performance of certain conditions required by the court. See DIVERSON.

CONDITIONAL RELEASE: A defendant is granted release subject to performance of certain conditions required by the Court.

CONDITIONS OF PAROLE: Conditions that parolee must abide by that have been set forth by the Board of Parole. A Parole Order may contain Special as well as General Conditions.

CONDITIONS OF PROBATION: Conditions set forth by the Court that probationers must abide by. Conditions of Probation (sometimes called Conditions of Supervision) generally include Special as well as General Conditions.

CONFESS: - To admit as true; to assent to; to concede.

CONFESSION: - A voluntary statement made by a person charged with the commission of a crime or misdemeanor, communicated to another person, wherein he acknowledges himself to be guilty of the offense charged, and discloses the circumstances of the act or the share and participation which he had in it.

CONFESSION OF JUDGMENT: - An act of a defendant in a civil case whereby he admits liability and offers to pay a sum of money to the plaintiff without going to trial.

CONFISCATE: Items seized from offenders that are in violation of the conditions of their parole or probation supervision.

CONTRABAND: An article or thing that possessing, using, or obtaining is prohibited by statute, rule, regulation or order that could endanger the safety or security of persons.

CONTROLLED SUBSTANCES: Drugs or narcotics that are controlled by the Federal Government. These are listed as Schedule I, II, III, IV, or V controlled substances.

CONSECUTIVE: Successive; succeeding one another in regular order.

CONSECUTIVE SENTENCE: Sentence that runs after completion of another sentence. Court order must state consecutive.

CONSIDERATION: Something which is of value given to one party to a contract by the other party, either of benefit to the recipient or of detriment to the giver.

CONTEMPT OF COURT: Any act calculated to embarrass, hinder or obstruct a court in the administration of justice, or calculated to lessen its authority or dignity. Contempt's are of two kinds: direct and indirect. Direct contempt's are those committed in the immediate presence of the court; indirect is the term chiefly used with reference to the failure or refusal to obey a lawful order.

CONTINUANCE: The postponement of a hearing or trial pending in a court to a subsequent day.

CONTRIBUTORY NEGLIGENCE: A negligent act or omission by the plaintiff, which when combined with the defendant's negligent act or omission, proximately caused the plaintiff's injury; an affirmative defense in a negligence suit.

CONVERSION: An unauthorized taking and exercise of the right of ownership over goods belonging to another person.

CONVICT: (Noun) One who has been finally condemned by a court. One who has been adjudged guilty of a crime or misdemeanor. Usually spoken of condemned felons or the prisoners in the penitentiaries.

CONVICT: (Verb) To condemn after judicial investigation; to find a man guilty of a criminal charge.

CONVICTED: When a person has been found guilty by the Grand Jury, Court, or entered a plea of guilty. An offender pleading 'nolo contendere' is also considered convicted. Means that a judgment of final condemnation has been pronounced against the accused.

CORONERS INQUEST: An inquisition or examination into the causes and circumstances of any death happening by violence or under suspicious conditions within his territory, held by the coroner with the assistance of a jury.

CORRECTIONAL FACILITY: 1) A place used for confinement of person charged with and convicted of a felony crime (an institution) 2) A place used for Court-ordered confinement of a person convicted of a felony or misdemeanor a county jail.

CORROBORATING EVIDENCE: Evidence supplementary to that already given and tending to support or strengthen it.

COST BILL: A certified, itemized statement of the amount of costs in an action or suit.

COST-PER-DAY: is calculated by dividing an institutional budget by the number of inmates on an average day, including health, education and transport costs, as well as custodial costs. It does not include administrative overhead.

COSTS: An allowance for expenses in prosecuting or defending a suit. May or may not include attorney's fees. There are often "court costs in a case, which are expenses incurred by the court, which may be assessed against one of the parties appearing in the case.

COUNSEL: An advocate counselor, or pleader. One who assists his client with advice, and pleads for him in open court. One who has been admitted as an attorney and counselor at law.

COUNT: (Verb) In pleading. To declare; to recite; to state a case; to narrate the facts constituting a plaintiff's cause of action. In a special sense, to set out the claim or count of the demandant in a real action. To plead orally; to plead or argue a case in court; to recite or read in court; to recite a count in court.

COUNTERCLAIM: A claim presented by a defendant in opposition to or deduction from the claim of the plaintiff.

COUNTS: Total number of crimes in a category on any single docket number.

COUNTY JAIL: A jail within a county.

COURTESY SUPERVISION: Supervision of an offender as a courtesy to another area, but not having actual legal authority to supervise the offender. Generally done when offender is temporarily residing in another area and will be returning or when offender's case is soon to expire.

COURT ADMINISTRATOR: A manager or conductor of non-judicial affairs of the court.

COURT ORDER: A legal document ordered by the Judge. Most common are sentence orders that sentence an offender for a crime of which he/she has been convicted. An Order may modify or change the original order, or order a Presentence Investigation.

COURT PROBATION: See BENCH PROBATION

COURTHOUSE: The building occupied for the public sessions of a court, with its various offices. The building occupied and appropriated according to law for the holding of courts.

COURTS: Various Courts in the State of Oregon are as follows:

CIRCUIT COURT: Circuit Courts are state trial courts of general jurisdiction which sentence both felony and misdemeanor crimes, and in civil cases over \$10,000, in both adult and juvenile cases. They have adoption and juvenile jurisdiction in all counties except Cook, Gilliam, Harney, Jefferson, Morrow, Sherman, and Wheeler, where the county court exercises juvenile jurisdiction except for Termination of parental rights proceedings, over which the circuit court has exclusive jurisdiction. The circuit court also exercises jurisdiction in probate, guardianship and conservatorship cases in most counties. Judges are elected for six-year terms.

COURT OF APPEALS: The Court of Appeals is a court made up of 10 Judges. It has jurisdiction in civil and criminal appeal cases (except death penalty cases), appeals from the Tax Court, and for review of most state administrative agency actions.

DISTRICT COURT: District Courts are trial courts with jurisdiction in civil cases limited to \$10,000, and to misdemeanor criminal cases, including traffic offenses, where conviction is Punishable by a fine of up to \$3,000, imprisonment of one year or less, or both. District Courts

may conduct preliminary hearings in felony matters, but may not try cases involving title to real property. District Courts have small claims departments, which have jurisdiction for recovery of money or damages where the amount claimed does not exceed \$2,500. District Court Judges are elected for six-year terms.

JUSTICE COURT: The Justice Court has civil jurisdiction where the amount does not exceed \$2,500, except in actions involving title to real property, false imprisonment, libel, slander, malicious prosecution, criminal conversation, seduction or upon a promise to marry. Justice Courts have small claims department where actions for recovery do not exceed \$1,500. Justice Court has criminal jurisdiction in all misdemeanor crimes punishable by imprisonment for no more than one year. They also have jurisdiction over traffic and other violations. Justice Court is held by a justice of the peace within the district for which he/she is elected.

MUNICIPAL COURT: Municipal Courts have jurisdiction over violations of city ordinances and criminal cases occurring within the city limits or on city owned or controlled property. The types of cases are criminal misdemeanors, criminal traffic crimes where maximum penalty does not exceed a \$2,500 fine or one year in jail, or both; other minor traffic infractions; certain minor liquor and drug violations; parking violations; and municipal code violations such as animal and fire violations. Municipal Judges can perform weddings within their jurisdictions. Municipal courts are controlled by State statute and similar in procedure to District Courts, particularly to the introduction of evidence and the conduct of jury trials. Some cases can be removed on motion to District Court. Appeals from Municipal Court are to District Court. Judges are appointed by City Council; although in some counties they are elected.

OREGON SUPREME COURT: Composed of seven elected Judges who serve six-year terms who must be U.S. citizens and members of the Oregon Bar Association, and must have resided in Oregon for at least three years. IT is primarily a Court of review; that is, reviews the decisions of the Court of Appeals in selected cases. IT also decides which cases to review, selecting those with significant legal issues which call for interpretation of the laws which affect many citizens. The Court may affirm, reverse, or modify a decision of the Court of Appeals. This Court also has responsibility for admitting attorneys to practice in Oregon, and for the discipline of attorneys or Judges. The Chief Justice of the Oregon Supreme Court is elected from among the seven elected Judges. The Chief Justice Judge also assigns Judges to serve temporarily in Circuit Court when necessary.

TAX COURT: Has exclusive jurisdiction over all questions of law or fact under the state laws regarding income, inheritance, real property, personal property, timber taxes, cigarette taxes and local budget law. The Court has two divisions 1) Regular, and 2) Small claims. All trials are before a Judge, no jury. Appeal

from this court is directly to the Oregon Supreme Court. In small claims, the courts decision is final. The Judge is elected to a six-year term.

COURTS OF RECORD: Courts whose proceedings are permanently recorded by a court reporter. Courts not of record are those of lesser authority whose proceedings are not permanently recorded.

CREDIBILITY: That quality in a witness which renders his or her testimony worthy of belief.

CRIMINAL CODE: The portion of the Oregon Revised Statutes that pertains to crimes and punishment.

CRIMINAL JUSTICE SYSTEM: System by which society identifies, accuses, convicts, and punishes offenders who have broken rules of society as expressed by the law.

CRIME: A positive or negative act in violation of penal law; an offense against the State.

CRIME RATE: is the number of index crimes per 100,000 population.

CRIME SEVERITY: Value given to a specific crime category based on severity of offense.

CRIMINAL: (Noun) One who has committed a criminal offense; one who has been legally convicted of a crime; one adjudged guilty of crime.

CRIMINAL: (Adj.) That which pertains to or is connected with the law of crimes, or the administration of penal justice, or which relates to or has the character of crime.

CROSS-CLAIM: cross-claim is one brought by a defendant against a plaintiff in the same action or against a co-defendant or both concerning matters in question in the original petition, and its purposes are to discover facts in aid of defense, to bring in new matter in aid of defense, to obtain some affirmative relief concerning matters in issue, to obtain full relief for all parties and a complete determination of all controversies arising out of matters alleged in original petition, and to have affirmative relief against either plaintiff or co-defendant in the nature of an original petition.

CROSS-EXAMINATION: The examination of a witness upon a trial or hearing, or upon taking a deposition, by the party opposed to the one who produced him, upon his evidence given in chief, to test its truth, to further develop it, or for other purposes.

CULPRIT: A person who is indicted for a criminal offense, but not yet convicted.

CURSOR: The Screen pointer. The blinking box or underline that shows where you are on the screen.

CUSTODY: The detainer of a man's person by virtue of lawful process or authority; actual imprisonment.

CUSTODY UNITS: A sanction that is used by the Court or supervising agency. Oregon law states a jail sentence is an alternative to a probation violation or post-prison violation or in part, determined when the offender is convicted. A two-dimensional grid system uses the seriousness of a crime and the criminal history of the offender at the time of sentencing. Following conviction, the Court can reserve custody units that can be used during period of probation. Each unit equals one day of jail or confinement in a release program. Eight hours of community service equals one-third of a custody unit.

D

DBA: Doing Business As

DMV: Department of Motor Vehicles. Responsible for maintaining records on all driver's permits, and drivers and vehicle licenses.

DOB: Date of birth

DOC: Department of Corrections.

DOS: Disk Operating System. Usually refers to the set of programs which run the computer. Acts as a master scheduler and traffic cop.

DPSST: Department of Public Safety Standards and Training, located in Monmouth, Oregon

DRC: Data Responsibility Committee

DUII: (driving under the influence of intoxicants) means driving a vehicle while impaired by the influence of alcohol, illegal drugs, prescription drugs, or some combinations of these.

DV: Domestic Violence

DAISY WHEEL: Printer technology where a pre-formed character strikes an inked ribbon. The same as an electric typewriter.

DAMAGES: Money which may be recovered in the courts by any person who has suffered loss, detriment, or injury to his person, property or rights, through the unlawful act or negligence of another.

DANGEROUS OFFENDER: This is a classification to require an extended period of incarceration to protect the public. It is determined by a sentencing judge following a psychological examination that shows a severe personality disorder suggesting a tendency toward crimes that seriously endanger others. Subject to a 30-year indeterminate sentence, the dangerous offender must serve up to twice the presumptive guidelines sentence before becoming eligible for release to post-prison supervision.

DATABASE: A software program that organizes and retrieves information. Examples are DBASE and Paradox.

DATE CUT: is a prison term granted by the Board of Parole and Post-Prison Supervision following board hearing and recommendation by the Department of Corrections. The nature of the crime, the term of imprisonment, prison conduct and participation in rehabilitation programs are considered.

DAY CERTAIN: A fixed or appointed day.

DAY REPORTING: requires an offender to report to a central location every day. There he/she files a written daily schedule showing how each hour of the day will be spent – at work, in treatment, in school, etc. A case manager spot checks to see whether the offender is where he is supposed to be. The offender must obey a curfew, perform community service, and submit to random drug testing. Day reporting is often program-intensive, offering such services as alcohol and drug group therapy, employment readiness, and job training.

DEADLY WEAPON: Such weapons or instruments as are made and designed for offensive or defensive purposes, or for the destruction of life or the infliction of injury.

DEATH PENALTY: take an offenders life as punishment for aggravated murder. The court imposes this sentence only when a jury agrees that certain unusual circumstances surround the murder. In Oregon, the death penalty is subject to automatic appeal.

DEATH ROW: is a maximum security area of a prison that is set aside for inmates who have received a sentence of death. Inmates on Death Row are segregated from the general prison population. Oregon's Death Row is at Oregon State Penitentiary.

DECEDENT: A deceased person.

DECLARATION: A declaration is a statement made out of court. An unsworn statement or narration of facts made by a party to the transaction, or by one who has interest in the existence of the facts recounted.

DECREE: The judgment of a court of equity or admiralty, answering for most purposes to the judgment of a court of common law. A decree in equity is a sentence or order of the court, pronounced on hearing and understanding all the points in issue, and

determining the rights of all the parties to the suit, according to equity and good conscience.

DEFAULT: The defaults are the pieces of information that will display automatically unless otherwise specified by the user.

DEFAULT JUDGMENT: A judgment entered by the court in civil case in favor of the plaintiff and against the defendant when the defendant has failed to file some appearance in response to a summons. Defendant's failure to so file is deemed to be an admission that the demands of plaintiff's complaint are valid.

DEFENDANT: A person who has been charged with or convicted of a crime.

DEFRAUD: To practice fraud; to cheat or trick.

DELETE: To remove a record completely from the system.

DELIBERATE: As applied to a jury, the weighing of the evidence and the law for the purpose of determining the guilt or innocence of a defendant.

DEMEANOR: As respects a witness or other person, related to physical appearance. It embraces such facts as tone of voice in which a witness statement is made, the hesitation or readiness with which his answers are given, the look of the witness, his carriage, his evidences of surprise, his gestures, his zeal, his bearing, his expression, his yawns, the use of his eyes, his furtive or meaning glances, or his shrugs, the pitch of his voice, his self-possession or embarrassment, his air of candor or seeming levity.

DEMURRER: An answer to a complaint alleging that even if the facts alleged in the complaint are true, they do not create any liability and therefore do not warrant any further proceeding in the matter,

DENIAL: A traverse in the pleading of one party of an allegation of fact set up by the other; a defense.

DEPARTMENT OF CORRECTIONS: A department in state government that is responsible for the supervision of inmates, parolees, probationers, and Interstate Compact offenders. All penitentiaries in Oregon are under the Department of Corrections. The Director of the Department of Corrections reports directly to the Governor. He/she is responsible for all of Corrections, Community Corrections and all the institutions. The Assistant Director of the Community Corrections Branch reports to the Director. He/she is responsible for all of Community Corrections.

DEPARTURE: There are two kinds of departures in Sentencing Guidelines – dispositional and durational. Both departures can be the result of aggravating and/or mitigating factors triggered by the criminal history or crime severity. The dispositional departure means the sentence imposed was probation or prison when the presumptive

sentence was contrary. The durational departure means the sentence imposed was inconsistent with the presumptive sentence as to the term imposed, either the time of incarceration, the term of post-prison supervision, the length of probation or the number of custody units ordered.

DEPONENT: One who gives under oath testimony which is reduced to writing; one who makes oath to a written statement. The party making an affidavit is generally so called, though in the United States the term affiant is also commonly applied to such party, the terms, when used with reference to one making an affidavit, are synonymous.

DEPOSITION: The testimony of a witness taken before trial, reduced to writing and duly authenticated, and intended to be used at the trial.

DEPUTY CLERK: One appointed to act in the place and stead of the clerk in the official business of the court.

DERELICT: Forsaken; abandoned; deserted; cast away. Neglectful of duties. Abandoned by an owner; abandoned property.

DESTITUTE: Not possessing the necessaries of life and in a condition of extreme want.

DETAIN: To hold a person against their will so they can answer to a charge brought against them.

DETAINER: A document that is presented to the jail giving them authority to hold someone in custody. These can be placed by parole and probation officers or the Parole Board to authorize detention to the jail. A legal request from a jurisdiction that a person be held in custody until transfer to another jurisdiction for criminal proceedings. (Unlawful detainer): The act of withholding real estate or chattels from a person lawfully entitled to possession of them.

DETERMINATE: A sentence for which the legislature has set the length of sentence for each crime and little or no discretion is permitted by the Judge.

DETERRENTS: use fear of a legal penalty (fine, community service, imprisonment, etc) to prevent or discourage people from committing crimes.

DEVISE: To give real property by means of a will.

DEVISEE: A person given real property under a will.

DIGEST: A collection of summaries of court opinions arranged under headings of various legal topics.

DIRECT EVIDENCE: Proof of facts by witnesses who saw acts done or heard words spoken, as distinguished from circumstantial evidence, which is called indirect.

DIRECT EXAMINATION: The first interrogation or examination of a witness by the party on whose behalf he is called.

DIRECTED VERDICT: An instruction by the judge to the jury to return a specific verdict.

DISCHARGE IN BANKRUPTCY: The release of a person who has been adjudged bankrupt from the obligation to pay his former debts.

DISCHARGE OF PAROLE: When an offender is released from the institution, he/she is put on parole for a specific period of time. At the end of the required time, he/she is discharged from parole.

DISCLAIMER: The renunciation of an interest, right, or obligation imputed to a person or alleged to be his; a vendor's disavowal of any promises relating to the quality of the item sold.

DISCOVERY: The disclosure by a party of facts, titles, documents, or other things in his exclusive knowledge or possession, which are necessary to the party seeking the information as a part of a case or action pending in a court.

DISCRETION: A liberty or privilege allowed to a judge, within the confines of right and justice, but independent of narrow and unbending rules of law, to decide and act in accordance with what is fair, as determined upon the peculiar circumstances of the case, and as discerned by his personal wisdom and experience, guided by the spirit and principles of the law.

DISK DRIVE: A unit that holds, spins, reads and writes magnetic disks. See Floppy Disk and Hard Disk.

DISKETTE: Floppy diskettes are used in personal computers to hold data. Data on diskettes makes the data portable from one PC to another or saves data without taking space on the hard disk. They are also used for backing up data from the hard disk.

DISMISSAL: An order disposing on an action, suit, etc. without trial.

DISMISSAL WITHOUT PREJUDICE: Dismissal of a complaint without prejudice to the right of the plaintiff to sue again on the same cause of action. The effect of the words without prejudice is to prevent the decree of dismissal from operating as a bar to subsequent suit.

DISMISSAL WITH PREJUDICE: adjudication on the merits, and final disposition, barring the right to bring or maintain an action on the same claim or cause.

DISORDERLY CONDUCT: A term of loose and indefinite meaning (except as occasionally defined in statutes), but signifying generally any behavior that is contrary to law, and more particularly such as tends to disturb the public peace or decorum, scandalize the community, or shock the public sense of morality.

DISPLAY: To view some information on the computer screen.

DISPOSITION: Determination of a charge.

DISQUALIFY: To render ineligible; as in speaking of the disqualification of a judge by reason of his interest in the case.

DISTRICT COURT: Handles traffic and game violations and misdemeanor crimes. It is a lower Court than Circuit. District Court can conduct preliminary hearings on felony crimes, but does not have the power to conduct a trial or sentence the offender. (See COURTS)

DIVERSON: Disposition of a criminal defendant before adjudication of guilt in which the court directs the defendant to complete a term of probation. If the probation is successfully completed, no adjudication of guilt and no conviction are entered on the defendant's criminal record (i.e. drug diversion per ORS 475.245). This may also be referred to as Conditional Discharge.

DIZAO-MICROFICHE: The duplicated copy of the Microfiche jacket on an offender which will be sent from Central Records upon request. Must be read in the field with a microfiche machine.

DOCKET: A formal record of judicial proceedings.

DOCKET NUMBER: A number that is assigned by the Court when a person has allegedly committed a crime. This identifying number is assigned as soon as one is charged with a crime. The number is found on arraignment and sentence orders (all Court documents pertaining to specific crime(s)).

DOE, JANE: - A fictitious name frequently used to indicate a person for the purpose of argument or illustration, or in the course of enforcing a fiction in the law. The name which was usually given to the fictitious lessee of the plaintiff in the mixed action of ejectment. Jane Doe and John Doe have been used in legal proceedings as fictitious names to designate a party until his real name can be ascertained.

DOE, JOHN: - Same as Jane Doe only represents male.

DOME BUILDING: A building in Salem that houses Corrections administration, personnel, payroll, finance, purchasing, Parole Board, Compact, etc. This building actually has a dome roof, hence the name.

DOT MATRIX: Matrix Printer technology where characters or pictures are made by striking a pattern of pins against an inked ribbon.

DOUBLE JEOPARDY: The constitution prohibits more than one prosecution for the same crime against the same person, i.e. a person cannot be put in jeopardy by being prosecuted more than once for the same crime.

DOWNLOAD: When you are moving data from AS/400 files to PC in office where it can be viewed or printed.

DROP PROGRAM: Drug Reduction of Probationers. Sanction in some counties where offenders on probation found with dirty UAs are sent to jail for increasing amounts of time for each violation.

DRUG CRIMES: violate the Uniform Controlled Substances Act (ORS 475). They include transfer of a prescription to an unauthorized party; sales of drug paraphernalia; and possession, transfer or sale of certain narcotics or imitation or controlled substances.

DRUG URINALYSIS TESTING: A program whereby urine samples are collected on a random basis, on offenders suspected of using illegal drugs.

DUCES TECUM: Bring with you. The name of certain species of writs, of which the subpoena duces tecum, is the most usual.

DUE PROCESS OF LAW: The conduct of legal proceedings according to those rules and principles which have been established in our system of law for the enforcement and protection of private rights. Its most essential elements are a court with proper jurisdiction over the subject matter and the defendant, notice to each party, the opportunity for each party to present evidence and to challenge the opposing party's evidence, orderly procedures and neutral and unbiased trier of fact who determines the facts and decides the issues only on the basis of the persuasiveness of relevant evidence properly admitted. Due process is a safeguard against unreasonable, arbitrary, and capricious decisions.

DULY: In due or proper form or manner; according to legal requirements.

DURRESS: Unlawful constraint exercised upon a man whereby he is forced to do some act that he otherwise would not have done.

E

EBP: Evidence Based Practices

EN: Enter Persons Supplemental Information, a code used in the LEADS EPR system for entering supplemental information, i.e. additional alias names, DOBs, etc onto the EPR.

EPR: Entry parole/probation record. A record of the Law Enforcement Data System (LEADS) which identifies an offender who is in the community on parole, probation, post-prison, or interstate compact supervision. Information in the LEADS records on our offenders also lists name and telephone number of the supervising parole/probation officer. The EPR record allows police agencies to know who to contact when making contact with one of the offenders. Offenders who are assaultive must, under miscellaneous section, state assaultive.

ET: Early Termination. This releases supervision responsibilities before the actual sentence date expiration date. Offender has met all terms and conditions of probation.

ETR: Early Termination Report: See ET above.

EARNED TIME: allows as much as 20 percent of a prison term to be reduced, depending on an inmate's behavior and participation in programs. Only inmates sentenced under sentencing guidelines eligible for earned time.

EARLY TERMINATION REPORT: (ET, ETR) A report to the Court that requests an early termination from active supervision on an offender. This report is requested when an offender has met all terms and conditions of probation, and half of probation period is complete.

ELECTRONIC MONITORING: requires the offender to spend most of his time at home and work with a small transmitter attached to his ankle. A very specific schedule is required, and a computer notifies the corrections office by phone whenever the offender leaves or enters his home.

E-MAIL: Electronic sending/receiving of mail through Outlook.

EN BANC: In the bench.

ENJOIN: To forbid; restrain; to order; command.

ENTRAPMENT: The act of officers or agents of a government inducing a person to commit a crime not contemplated by him, for the purpose of instituting a criminal prosecution against him.

EQUAL PROTECTION: When the government, courts, and laws of a state are open and available to all persons of a state under the same conditions with like rules of procedure and evidence.

EQUITY: Ordinarily, law actions have for their object the assessment of damages, but a court of equity goes further. It tempers the strict letter of the law by basing its decisions on what is fair, just, and proper.

ERGONOMICS: Science or study of your work place, including equipment, furniture, and work environment.

ESCAPE: When an offender leaves without permission from jail or the institution.

ESCROW: Such things as a writing, deed, or money may be delivered by one person (the grantor) into the hands of a third person, to be held by the third person until the happening of a contingency or performance or a condition. If the contingency happens or the condition is performed the third person will deliver the writing, deed or money to some other person who was designated by the grantor.

ESTATE: The interest a person has in real or personal property; property left when a person dies.

ESTOPPEL: The doctrine by which a person who has said or done something may not later say or do something inconsistent that will cause loss or injury to another.

ET AL: Abbreviation for and others.

ET SEQ:- (Lat) An abbreviation for et sequente, or et sequential, meaning and the following.

ET UX: Abbreviation for and wife.

EXECUTION: The process of putting the judgment into effect, either by collecting the money from the other party through garnishment or sale or obtaining a court order to start or stop the other side's activities that were the subject of the judgment.

EXHIBIT: A writing or other article marked for identification and shown to the trier of fact during a court proceeding.

EVIDENCE: Any species of proof, or probative matter, legally presented at the trial of an issue, by the act of the parties and through the medium of witnesses, records, documents, concrete objects, etc. , for the purpose of inducing belief in the minds of the court or jury as to their contention.

EVIDENTIARY MOTION:- Hearings to determine the admissibility of evidence to be presented at trial.

EX POST FACTO: means after the fact in Latin.

EXCLUDE COMPLETED: In the Work with To-Do List section, to remove any tasks that have been completed from displaying on the screen.

EXECUTION OF SENTENCE: Putting into effect a Court Judgment.

EXECUTION SUSPENDED, PROBATION: Suspending Court's judgment and ordering probation. If probation is not satisfactorily completed, the Court can impose, or execute the judgment.

EXIT: A function key (F3) that allows you to leave what you were working on and return to where you were in the system.

EXPIRATION: When the Court ordered or parole ordered period of time has expired for an offender on supervision.

EXONERATION: The removal of a burden, charge, or duty. Particularly, the act of relieving a person or estate from a charge of liability by casting the same upon another person or estate.

EX PARTE: (Lat.) -Done for, in behalf of, or on the application of, one party, and without notice or participation by any adverse party.

EXPERT EVIDENCE: Testimony given in relation to some scientific, technical, or professional matter by experts, i.e. persons qualified to speak authoritatively by reason of their special training, skill, or familiarity with the subject such as a doctor giving his opinion about a medical problem.

EXPOSE: To show publicly; to display; to offer to the public view; as to expose goods to sale, to expose a tariff or schedule of rates, to "expose" the person.

EXPUNGE: The act of physically removing information including criminal records, in files, computers and other depositories.

EXPUNGMENT OF RECORD: Destroy all records in the office, as if they never existed; requires a Court Order. Central Records also expunges their records so a Court Order must be sent to them.

EXTRADITION: The surrender of a person by one authority to another. The surrender by one state to another of an individual accused or convicted of an offense outside its own territory and within the territorial jurisdiction of the other, which, being competent to try and punish him, demands the surrender.

F

FAST: Field Automation Support Team - advocates for all community corrections users to assist with policy and data entry issues.

FAUG: Field Automated Users Group

FBI: Federal Bureau of Investigation

FCD: Felony conditional discharge

FMP: Felony treated as misdemeanor probation at time of sentencing. (OPS Offense Type)

FOPPO: Federation of Parole & Probation Officers, a union that parole/probation officers belong to.

FPA: An abbreviation used that means Felony Parole case; an offender released from the institution to be supervised in the community by a field office.

FPAC: An abbreviation used that means Felony Parole case being supervised in Oregon through Interstate Compact Agreement from another state.

FPO: An abbreviation used that means Felony Post-Prison Supervision case; an offender released from the institution to be supervised in the community by a field office.

FPR: An abbreviation used that means Felony Probation, an offender sentenced by the Court to be supervised in the field.

FPRC: An abbreviation used that means Felony Probation case being supervised in Oregon through Interstate Compact agreement from another state.

FSN: Fee System Network

FVSN: Family Violence Support Network

FACESHEET: A document initiated by the institution that gives personal and offense data on an offender in the institution.

FAIR AND IMPARTIAL TRIAL: One where accused legal rights are safeguarded and respected.

FALSE ARREST: Any unlawful physical restraint by one of another's liberty, whether in prison or elsewhere.

FALSE PRETENSE: Designed misrepresentation of existing fact or condition whereby person obtains another's money or goods.

FAX: Electronically sending copies of documents via telephone lines.

FEDERAL PRISON: An institution run by the Federal Government that houses offenders sentenced to prison in Federal Court.

FEES ORDERED/FEES OWED: Fees ordered are fees ordered by the Court; fees owed are fees that are due for payment. These fees can be for supervision, and various Court fees.

FELONY: is a crime punishable by a prison sentence on longer than one year. A felon is someone who has been convicted of a felony. A serious crime; one declared a felony by statute because of the punishment imposed. Generally, a crime of a more serious nature than those designated as misdemeanors. Usually an offense punishable by imprisonment in a penitentiary for a year or more, rather than for a few months in a county or city jail as in the case of misdemeanors.

FELONY ACKNOWLEDGED: When a person admits committing a felony, but has not been convicted.

FELONY CONVICTED: When a person pleads guilty, or has been found guilty by the Court or Grand Jury, for a felony crime.

FIDUCIARY: A trustee; one who has the duty to act primarily for the benefit of another with respect to the subject matter of a trust.

FIELD: A slang term used when parole/probation officers are making offender contacts outside the office.

FILIATION PROCEEDING: A special statutory proceeding, criminal in form, but in the nature of a civil action to enforce a civil obligation or duty specifically for the purpose of establishing parentage and the putative fathers duty to support his illegitimate child.

FILING: The act of recording the various legal documents pertaining to a suit with the clerk of the court.

FILING FEES: Sums of money which must be paid to the clerk of the court before a civil action may start.

FINDING: The result of the deliberations of a jury or a court.

FINES: An amount of money that the Court imposes at sentencing, listed in the sentence order. - The sum of money paid as part of a penalty of conviction for a particular offense.

FINGERPRINT CARD: A card used to record data and fingerprints so a SID# can be assigned by the Oregon State Police ID Bureau. Applicant cards are used for employee purposes.

FIRST APPEARANCE: Defendants first appearance in court at which time he is advised of the charge against him, a plea is entered (except on a felony) and a trial date is set or upon plea of guilty, proof may be presented at that time. This may be defendants first appearance upon being booked on probable cause and a complaint may not yet have been filed. Determination as to bail or release to be made.

FLAT TIME: Maximum period of sentence without deductions or credits.

FLOPPY DISK: A removable plastic, flexible magnetic disk that spins inside a paper envelope. Also in the case of micro-floppy (3.5") disks, may be a hard platter that spins inside of a firm plastic case.

FOREIGN JUDGMENT: A Judgment rendered in a court located outside your jurisdiction, which when filed in your court, has the same effect as one of your judgments.

FORFEIT: To lose, or lose the right to, by some error, fault, offense, or crime, or to subject, as property, to forfeiture or confiscation. To incur a penalty; to become liable to the payment of a sum of money, as the consequence of a certain act.

FORFEITURE OF BOND: A failure to perform the condition upon which obligor was to be excused from the penalty in the bond.

FUNCTION: A specific activity

G

GED: General Education Diploma (equivalent to high school education).

GANG MEMBERS: Members of the various gangs, more prominent in larger cities. Offenders who are members of gangs are identified as such in the Offender Profile System as well as LEDS.

GARNISHEE: One garnished; a person against whom process of garnishment is issued; one who has money or property in his possession belonging to a defendant, or who owes the defendant a debt, which money, property, or debt is attached in his hands, with notice to him not to deliver or pay it over until the result of the suit be ascertained.

GARNISHMENT: A warning to a person in whose hands the effects of another are attached, not to pay the money or deliver the property of the defendant in his hands to him, but to appear and answer the plaintiffs' suit.

GHOST: A Department of Corrections inmate who is serving his Oregon sentence and a sentence from another jurisdiction in another county, state or federal prison.

GOOD TIME CREDIT: is a reduction in sentence given under the pre-1989 matrix system for good behavior (one-third off) and participation in work programs (meritorious good time).

GRAND JURY: A jury of inquiry which is summoned and returned by the sheriff to each session of the criminal courts, and duty of which is to receive complaints and accusations in criminal cases, hear the evidence presented by the state, and issued bills of indictment in cases where they are satisfied probable cause exists to believe a person committed a certain criminal offense.

GRANTEE: -The person to whom a grant is made.

GRANTOR: The person who makes a grant or conveyance.

GRAPHICS: Creating and processing pictures for a computer Video Screen. See **PIXELS**.

GUARDIAN: A person who has the legal duty and power to take care of the person and property of another whom because of some disability, usually age or incompetence, is considered incapable of administering his or her own affairs.

GUARDIAN AD LITEM: (Lat.) A guardian appointed by a court to prosecute or defend for a child any suit to which the child may be a party. This kind of guardian has no right to interfere with the child's person or property.

GUIDELINES CASES: Crimes that have been committed on or after November 1, 1989, are guidelines cases. Crimes committed prior to that date are matrix cases. In Sentencing Guidelines, upon conviction, prison/probation terms are determined by a grid that uses criminal history risk and crime seriousness scale calculations.

GUILTY: Having committed a crime or tort; the word used by a prisoner in pleading to have an indictment when he confesses the crime of which he is charged, and by the jury in convicting.

H

HABEAS CORPUS: (Lat.) (You have the body.) The name given to a variety of writs used to bring a person before a judge so that a hearing may be held to determine whether that person is being lawfully held in custody.

HARD DISK: Also Fixed Disk. A non-removable magnetic platter that stores information.

HEARING: What takes place before a Court or other magistrate, sitting without a jury. A trial is a hearing, but not all hearings require a formal trial.

HEARINGS OFFICER: A person designated to administer for purpose of hearing evidence, sometimes making dispositional recommendations.

HEARSAY: Evidence not proceeding from the personal knowledge of the witness, but from the mere repetition of what he has heard others say.

HISTORY RISK SCORE: Numerical score compiled based upon prior criminal history.

HIT: Word used when a direct contact is made on an offender (EPR system). After an offender has been entered into EPR on LEDS, anyone running an inquiry on LEDS will generate a hit or near hit (Soundex) from the LEDS terminal in that particular office. (Also see NEAR HIT).

HOME DETENTION OR HOUSE ARREST: requires an offender to spend most of his/her time at home without electronic monitoring. A specific schedule is required and verified, often by phone.

HOSTILE WITNESS: A witness who manifests so much hostility or prejudice under examination in chief that the party who has called him, or his representative, is allowed to cross-examine him, i.e. to treat his as though he had been called by the opposite party.

HUNG JURY: A jury so irreconcilably divided in opinion that they cannot agree upon any verdict.

HYPOTHETICAL QUESTION: A question based on facts previously admitted into evidence at trial, put to an expert witness to elicit his opinion regarding those facts.

I

ICE: Immigrations & Customs Enforcement

I/O: Input/Output.

ICOTS: Interstate Compact Offender Tracking System

ID: A way of identifying a person; name, date of birth, social security numbers, state identification number, and other data.

IRT: Inter/Intra Regional transfer request.

ISIS: Integrated Supervision Information System.

ISSD: Information Systems and Services Division. Formerly ISU (Information Systems Unit).

IMMIGRATION: Process of removal of a person who is not a citizen of the United States and is under the control of the Department of Immigration and Naturalization.

IMPEACHMENT: Reduction of witness credibility by cross-examination of that witness and by introduction of evidence against that witness that shows the witness should not be believed nor has a reason or motive not to tell the truth.

IMPOSITION OF SENTENCE: To establish a sentence; judgment to be delayed and offender given probation.

IN LIEU OF: Instead of; in place of; in substitution of.

INACTIVE PAROLE CASES: Ballot Measure 10 cases – after serving three years on supervision, parolees are placed on inactive parole supervision status until their maximum expiration date. These cases are put on inactive parole supervision status until their maximum expiration date. These cases are put on inactive if they have complied with all conditions of parole, and can be put back on active status if they violate.

INACTIVE PROBATION CASES: A case being held in limbo, but getting credit for supervision time, i.e. when a person is in the institution and has a probation case that the supervision was continued on.

INADMISSIBLE: An adjective describing evidence or testimony which, under the established rules of evidence, cannot be considered by the trier of fact.

INCARCERATED: When a person is lodged in the county jail or an institution; in custody.

INCARCERATION: describes people confined to jail or prison. Imprisonment; confinement in a jail or penitentiary.

INCIDENT REPORT: These documented statistics are used by DOC in several different ways, including safety and security issues. Reports are generated when an arrest is made, a dog bite occurs, a threat to the community or supervising officer, and things of this nature. These are used for statistical purposes for the Legislature.

INCOMPETENCY: Lack of ability, legal qualification, or fitness to discharge a required duty or understand certain events.

- (1) The legal status of a person who is unable or unfitted to manage his own affairs by reason of insanity, imbecility, or feeble-mindedness, and for whom, therefore, a guardian or committee may be appointed.
- (2) The status of a potential witness prohibited from testifying by statute.
- (3) The status of a potential witness prohibited from testifying after a magistrate or judge determines that the person cannot recall or relate the events accurately, cannot distinguish between truth and falsehood, or cannot understand the obligation to tell the truth.

INCONCLUSIVE: - That which may be disproved or rebutted; not shutting out further proof or consideration.

INCRIMINATE: To charge with crime; to expose to an accusation or charge of crime; to involve oneself or another in a criminal prosecution or the danger thereof; as, in the rule that a witness is not bound to give testimony which would tend to incriminate him.

INDETERMINATE: A sentence that leaves the decision entirely up to the judge or sets a minimum and maximum term and leaves the decision to the judge to set the actual sentence in each case.

INDETERMINATE SENTENCING: by a court stipulates only a maximum term of imprisonment with the actual time served determined later by the Board of Parole and Post-Prison Supervision. The court may impose such sentences only for crimes committed before November 1989 and may not exceed the maximum term specified in the law.

INDEX CRIMES: are those significant crimes selected by the FBI as indicative of the overall crime rate. They include such violent crimes as homicide, aggravated assault, rape and robbery and such property crimes as burglary, larceny and motor vehicle theft. In 1979 Congress mandated that arson be listed as a property index crime.

INDICTMENT: Charges formally brought forth by the Grand Jury against a person who allegedly committed a crime. The Indictment lists charges, events and circumstances of the criminal act. An accusation in writing by a grand jury charging that a person therein named has done some act, or been guilty of some omission, which by law, is prohibited, i.e., is a crime.

INDIGENT: Without financial resources. In a general sense, one who is needy and poor, or one who has not sufficient property to furnish him a living or anyone able to support him to whom he is entitled to look for support.

INFORMATION: A document listing the criminal offense against a person, without an indictment. A criminal information is a formal accusation of the commission of a felony. An information is signed by and is filed with the clerk of the court.

INFRACTION: An infringement, as of a rule; violation.

INHERENT POWERS OF A COURT: Those reasonably necessary for administration of justice.

INITIAL CLASSIFICATION: The process of determining the supervision level needed for each new probationer /parolee.

INJUNCTION: A prohibitive writ or order issued by a court as an equitable remedy on behalf of a party complainant, directed to a party defendant in the action, or to a party made a defendant for that purpose, forbidding the defendant to do some act; or to permit his servants or agents to do some act, which he is threatening or attempting to commit, or restraining him in the continuance thereof.

INS CASE: (See Immigration). An immigration case that is under control and jurisdiction of the Department of Immigration and Naturalization.

INPUT: How the computer gets information from the outside world.

INSTRUCTION: A direction given by the judge to the jury concerning the law of the case.

INTAKE: The process of informing the offender of the conditions of his/her supervision, discussing expectations of the offender regarding supervision (reporting, payments, etc.)

INTAKE FORM: A form used by many offices, varies from office to office, and starts the file. Consists of offender name, DOB, other identifying information, crime information, conditions, residence, employment, etc.

INTENSIVE SUPERVISION: called special supervision probation/parole officer may see an offender up to five times per week and impose a curfew check on employment status, require drug testing and make unannounced home visits.

INTER ALIA: (Lat) Among other things.

INTEREST :(1)A right to have an advantage accruing from something, such as a title to a share of ownership. (2) A rate of compensation for the use or forbearance of money, such as interest on a loan; a rate of compensation which must be paid by a judgment debtor. (3) A relation to the matter in controversy, in the nature of a possible gain or loss, which might incline a person such as a juror, witness or judge to favor one party to a suit.

INTERLINEATION: The act or writing between the lines of an instrument; also what is written between lines.

INTERLOCUTORY: Provisional; temporary; not final. Something intervening between the commencement and the end of a suit which decides some point or matter, but is not a final decision of the whole controversy.

INTERPLEADER: A legal action enabling a person to force two or more persons having competing or conflicting claims against him for the same thing to dispute the matter among themselves.

INTERROGATORIES: A set or series of written questions drawn up for the purpose of being answered by a party before a trial to discover certain evidence.

INTERSTATE COMPACT: (See Compact) This unit is responsible for all Oregon offenders being supervised in other states, and other state's offenders being supervised in Oregon.

INTESTATE: Dying without having made a valid will.

IRRELEVANT: Not relevant; not relating or applicable to the matter in issue; not supporting the issue. Evidence is irrelevant where it has no tendency to prove or disprove any issue involved.

INTOXILYZER: Test given to detect alcohol on breath (also see breathalyzer).

INVENTORY: A list of all property belonging to the State of Oregon or the county. There are expendable and non-expendable inventory items.

J

JAIL: IS A FACILITY UNDER THE JURISDICTION OF LOCAL GOVERNMENT, USUALLY THE COUNTY, INTENDED FOR INCARCERATION TERMS OF LESS THAN ONE YEAR. Jails are traditionally used for three purposes: pre-trial detention, short-term incarceration as a condition of probation, and incarceration of misdemeanants as a term of punishment.

JAIL TIME: Credit allowed on sentence for time spent in jail awaiting trial, mandate, or appeal.

JEOPARDY: Danger; hazard; peril.

JUDGMENT: The official decision of a court upon the respective rights and claims of the parties to an action.

JUDICIAL COGNIZANCE: judicial notice or knowledge upon which a judge is bound to act without having it proved in evidence.

JUDICIAL REVIEW: reconsideration or review by a higher court of a case tried in a lower court. Used especially to describe the examination of a case by an appellate court.

JUMP: To go directly from one place in a document or list of instructions to another place.

JURISDICTION: The express Constitutional or legislative determination of what types of cases may be heard by certain courts. Before a court has jurisdiction, i.e. in order for the court to invoke its authority to try a case, the legislative criteria prescribing the class of cases which may be heard must be satisfied. This criteria encompasses fixed geographical boundaries, the amount of money involved in a civil action, those parties which may lawfully be brought before the court, the types of civil claims which may be acted upon, and those criminal proceedings which may be conducted.

*Concurrent Jurisdiction- The authority of several different courts to deal with the same subject matter. *Jurisdiction of the person means jurisdiction over the class of cases to which a particular case belongs.

JURY: A certain number of persons selected according to law, and sworn (jurati) to inquire of certain matters of fact, and declare the truth upon evidence to be laid before them.

JUSTICE COURT: Handles same as District Court matters, traffic, misdemeanor crimes, and game violations. (See COURTS)

JUVENILE: refers to youth or child. Under Oregon law, an offender under the age of 18 is usually tried in juvenile court and if convicted of a serious crime, turned over to the custody of the Children's Services Division.

K

KARDEX: Document initiated by clerical as they enter certain information into the OPS system on the AS/400. This document lists offender name, DOB, SSN, SMT, height, weight, crime(s), sentence date(s), expiration date(s), SID number and coded special conditions.

KIDNAPPING: is seizing a detaining or carrying away a person by unlawful force or fraud. Kidnappers often demand ransom in exchange for the victim.

L

LEDS: Law Enforcement Data System. A system which provides telecommunication and information services to all law enforcement and criminal justice agencies through

the use of modern communications and information system technology network. The Department of Corrections enters supervised offenders in EPR records in this system. Corrections also use LEDS to obtain FBI and NCIC records.

LEML: Law Enforcement Medical Liability. An assessment paid when a fine or forfeiture of bail is ordered.

LS-CMI: Level Service Case Management Inventory

LSI: Level Service Inventory

LTS: -Less time served, means the same as CTS (credit for time served). Credit for time served during period of incarceration.

LACK OF JURISDICTION: The phrase may mean lack of power to act in a particular manner or to give certain kinds of relief. It may consist in courts total want of power to act at all, or lack of power to act in particular cases because conditions essential to exercise of jurisdiction have not been complied with.

LANGUAGE: Also Programming Language. An English-like set of instructions that are converted into machine instructions to form a program. Some various languages are Assembler, Basic, Pascal, and C.

LARCENY: is the unlawful taking or removing of the property of another with the intent of permanently depriving the legal holder of the property.

LASER: Printer technology where characters or pictures are printed a page at a time in the same way that a copy machine works.

LAWSUIT: CASE - ACTION - All mean the same thing. All refer to a legal dispute brought into court for trial.

LEADING QUESTION: One which instructs witnesses how to answer or puts into his mouth words to be echoed back.

LESSEE: Tenant.

LESSOR: Landlord.

LIBEL: Defamatory language expressed in print, writing, pictures, or symbols tending to injure another's reputation, business or means of livelihood: a civil suit for such defamation.

LICENSE: Permission granted by the owner of real property to a person who entered the property: an affirmative defense to a suit for trespass.

LIEN: A charge or security or encumbrance upon property arising from some debt, obligation, or duty.

LIFE WITHOUT PAROLE: is imposed in certain aggravated under cases where the offender is not sentenced to death. Such a sentence provides no mechanism, whether through executive clemency or otherwise, for making the offender eligible for any kind of release program. Offenders so sentenced remain in prison until death.

LITIGATE: To dispute or contend in form of law: to carry on a suit: to try a case in court.

LITIGANT: A party to a lawsuit, one engaged in litigation; usually spoken of active parties.

LOCAL CONTROL (SB1145): All offenders sentenced to twelve months or less since 01/01/97 are SB 1145 (Local Control) offenders. This includes all revoked from post prison supervision, since they can be revocation sanctioned to no more than 180 days, all parole revocations of 12 months or less, all revoked probationers whose original presumed sentence was probation, and all new crime felony sentences of 12 months or less.

M

MI: Motivational Interviewing

MMPI: Minnesota Multiphasic Personality Inventory test.

MPA: Misdemeanant parole case.

MPAC: Misdemeanant parole Compact case.

MPR: 1) Misdemeanant probation case. 2) Code used to modify an EPR record.

MPRC: Misdemeanant probation Compact case.

MALICIOUS PROSECUTION: A prosecution begun without probably cause and with the intent of injuring the defendant, in which the defendant is acquitted: a civil suit for such a procedure.

MANDAMUS: (Lat.) (We Command). This is a type of a writ issued from a court to command performance of specific duties which the complainant is entitled to have performed. It is generally directed to government officials or to a court of lesser jurisdiction.

MANDATORY: Something that is required. i.e. Mandatory Training.

MANSLAUGHTER: The unlawful killing of another without malice, either express or implied; which may be either voluntarily, upon a sudden heat, or involuntarily, but in the commission of some unlawful act.

MATERIAL: (Referring to evidence offered at a trial) Important; more or less necessary; having influence or effect; going to the substantial issues in dispute.

MATRIX CASES: Cases that were committed prior to November 1, 1989. After that date, they become Guideline cases.

MATTER OF FACT: That which is to be ascertained by the senses, or by the testimony of witnesses describing what they have perceived. Distinguished from matter of law and matter of opinion.

MEMORY: The Work area or Desktop of the computer. All processing of instructions takes place in memory. The instructions are copied into memory and carried out one by one.

MENU: A displayed list of programs available to the user.

MICROFICHE: Equipment used to view Microfilmed records/reports or documents.

MICROFICHE READER: A device used to read Microfilmed records/reports or documents.

MICROFILMING: The process that is used in Central Records to permanently retain the felony record on an offender.

MIRANDA: Refers to a United States Supreme Court decision *Miranda v Arizona*, 349 U.S. 436 (1966), from which the rules governing the right to remain silent were taken.

MIRANDA WARNING: A warning given by the peace officer to the suspect that 1) Gives them right to remain silent; 2) anything they say can be used against them in Court; 3) Right to have legal counsel present, and 4) If too poor, an attorney can be provided at the States expense.

MISCONDUCT REPORT: A report initiated by the supervising officer when an offender violates the terms of release.

MISDEMEANOR: is a crime punishable by incarceration in a county jail for a period of not more than one year. A crime less than a felony as dictated by Oregon statutes. Offenses lower than felonies and generally those punishable by fine or imprisonment otherwise than in penitentiary.

MISDEMEANANT: A person guilty of a misdemeanor.

MISTRIAL: An erroneous, invalid, or nugatory trial; a trial of an action which cannot stand in law because of want of jurisdiction, or a wrong drawing of jurors, or disregard of some other fundamental requisite.

MITIGATING CIRCUMSTANCE: Facts, conditions or circumstances which do not constitute a justification or excuse for an offense, but which may be considered as reducing the degree of moral culpability or blame.

MODIFIED SENTENCE ORDER: A sentence order that changes the original order in some specific condition.

MODIFY: To make changes to existing data.

MONIKER: A nickname, i.e. tiger

MONTHLY REPORT: A report submitted each month by the offender to their supervising officer.

MOOT: (Adj.) -A subject for argument; unsettled; undecided. A moot point is one not settled by judicial decisions. A moot case is one which seeks to determine an abstract question which does not arise upon existing facts or rights.

MORAL TURPITUDE: Conduct contrary to justice, honesty, modesty, or good morals.

MORRISSEY: Legal due process afforded to an alleged parole violator that stems from Supreme Courts decision of Morrissey vs Brewer.

MORTGAGE: A lien on real property to secure the performance of some obligation, and to be discharged upon payment or performance as stipulated.

MOTION: An application to a magistrate or judge for an order or ruling.

MOTION TO STRIKE: A motion to the magistrate or judge requesting that objectionable testimony of a witness be ruled inadmissible, i.e. that the judge strike the testimony from the record or instruct the jury to strike a statement from their consideration.

MOTION TO SUPPRESS: Application to the court before a trial, asking that a certain fact as evidence not be brought out during trial.

MOTOR VEHICLE THEFT: is a property index crime describing the unlawful taking of a motor vehicle, including attempts to steal a motor vehicle. Motor vehicles, under this definition, include any of the following: automobiles, trucks, motorcycles, buses, motorized boats and airplanes. Not included as a property index crime would be temporary use by those persons having lawful access to the vehicle.

MOVE: In the Work the TODO List section, to take a task scheduled for one day and move it to another day.

MURDER: or Homicide is the willful killing of another person. No included are deaths caused by negligence, suicide, accident, justifiable homicide, or attempts to murder.

MUNICIPAL COURT: Handles traffic citations, game violations, and misdemeanor crimes for cities and municipalities. (See COURTS)

N

NA: Narcotics Anonymous

NCIC: National Crime Information Center. A nationwide message switching system created to provide interstate exchange of criminal justice information which is operated by the Federal Bureau of Investigations in Washington, D.C.

NOVA: National Organization for Victim Assistance

NEAR HIT: A near hit in the EPR system on LEDS is when someone runs an inquiry on LEDS that results in a similar name, or close DOB, but not actually the offender in question. (See also SOUNDEX)

NEEDS ASSESSMENT: An optional OCMS tool used for offender management.

NEGLIGENCE: - The omission to do something which a reasonable man, guided by those ordinary considerations which ordinarily regulate human affairs, would do, or the doing of something which a reasonable and prudent man would not do.

NETWORK: A system of computers or terminals connected together directly or through phone lines that communicate with each other.

NOLO CONTENDERE: A plea by defendant without admitting guilt, but does not preclude him from denying the truth of the charges.

NOMINAL DAMAGES: A trifling sum awarded to a plaintiff in an action, where there is no substantial loss or injury to be compensated, but the law recognizes a technical invasion of his rights or a breach of the defendant's duty, or in cases where, although there has been real injury, the plaintiff's evidence entirely fails to show its amount.

NON-FOUND RETURN OF SERVICE: A written notice by a sheriff or process server that the defendant could not be found to be served with a legal process directed to him.

NOTICE: (Civil) It proceeds from the plaintiff, and warns the defendant that he must plead to the declaration or complaint within a prescribed time.

NOTICE OF VIOLATION REPORT: A violation report to the Court when an offender violates their General or Special Conditions of Supervision.

NUNC PRO TUNC: Something done in the present but which should have been done in the past. Court orders are sometimes signed nunc pro tunc. A phrase applied to acts allowed to be done after the time when they should be done, with a retroactive effect, i.e. with the same effect as if regularly done.

NUNCHAKU: A weapon of Japanese origin that consists of two hardwood sticks joined at their ends by a short length of rawhide, cord, or chain.

O

OACCD: Oregon Association Community Corrections Directors

OAM: Oregon Accountability Model

OAM: Oregon Accounting Manual

OCJA: Oregon Criminal Justice Association.

OCMS: Oregon Case Management System.

OD: Officer of the Day. Handles other staff member's' caseloads when they are not available.

ODL: Oregon Driver's License.

OISC: Offender Information and Sentence Calculation. Maintains offender paper records, provides information to the public and responsible for accurate release dates.

OJIN: Oregon Justice Information Network.

OOS OFFENDER: Out Of State Offender, an offender, accepted for supervision by Oregon, who has been convicted in another state, but who lives in Oregon. A reciprocal agreement exists through Interstate Compact.

OOSI: Out of State Investigation, an investigation request from a sending state to determine if an offender has resources in Oregon to support transfer of supervision in Oregon.

OPS: Offender Profile System. An offender information system that integrates information from the Institution and Community Corrections.

O.R. Own recognizance.

ORS: Oregon Revised Statutes.

OSPBI: Oregon State Police Bureau of Identification.

OSPS: Oregon State Payroll System

OATH: Any form of attestation by which a person signifies that he is bound in conscience to perform an act faithfully and truthfully.

OBJECTION: The act of a party who takes exception to some matter or proceeding in the course of a trial.

OBSTRUCTING JUSTICE: Impeding or obstructing those who seek justice in a court, or those who have duties or powers of administering justice therein.

OFFENDER: A person under the supervision of the Department of Corrections who is on parole, probation, or post-prison supervision.

OFFENDER NOTE: In ISIS, a quick place to attach a comment about an offender, much in the same manner that one would place a Post It note on an offenders file.

OFFENSE: The crime a person is charged with is called the offense. A breach of the criminal laws. Infractions, violations, and crimes are all offenses.

OPEN CASE: A case with active, formal supervision; can be parole, post-prison, and/or probation.

OPENING STATEMENT OF COUNSEL: A statement made by a party or his attorney at the beginning of a trial whose purpose is to advise the jury of facts which will be relied upon and of issues in the case in order to give the trier of fact a general picture of the facts.

OPINION: the statement by a judge or appellate court of the decision reached in regard to a case tried before them, expounding the law as applied to the case, and detailing the reasons upon which the judgment is based.

OPTION: On the AS/400, an option is a number that you would type in to perform a specific action on one or many records (i.e. typing in 2 in front of offenders in the Work with Offenders section to change addresses).

ORDER: Every direction of a magistrate or judge to a person made or entered in writing and not included in a judgment.

ORDER OF PUBLICATION: A court order directing a newspaper of general circulation to publish, for a specific number of issues, an advertisement of a civil summons, as a means of giving notice to a defendant upon whom personal service cannot be made.

OREGON PAROLE MATRIX: (Matrix System) was a precursor to sentencing guidelines. It was established in the 1970s and offered greater latitude to judges in sentencing offenders than the current system.

ORI NUMBER: The number assigned by LEDS to identify the originating and receiving agency for access to LEDS.

ORIGINAL: Primitive; first in order, bearing its own authority, and not deriving authority from an outside source. As applied to documents, the original is the first copy.

ORIGINAL JURISDICTION: Jurisdiction in the first instance; jurisdiction to take cognizance of a cause at its inception, try it, and pass judgment upon the law and facts.

ORS NUMBER: Oregon Revised Statutes number identifying Oregon laws and criminal codes definition.

OVERRIDE: A term used in the OCMS classification system to indicate a change in the initial risk assessment/reassessment. The override can be either up or down, depending on the justification.

OVERRULE: To refuse to sustain, or recognize as sufficient, and objection made in the course of a trial.

OVERT ACT: In criminal law. An open, manifest act from which criminality may be implied. An outward act done in pursuance and manifestation of an intent or design. An open act, which must be manifestly proved.

OWN RECOGNIZANCE: A release from custody wherein the offender agrees to appear in Court on a certain day and time as ordered and to follow specific conditions of release.

P

PAR: Parole Analyst Report, completed by the Post Sentence Unit for the Parole Board on matrix cases for calculations to establish parole release dates.

PC: Personal Computer.

PSI: Presentence Investigation Report.

PSI UPDATE: A shortened version of above which is attached to the original PSI. The updates give only new information since last report and information regarding present crime.

PSI REFERRAL ORDER: An order from the Court requesting a Presentence Investigation.

PSRB- PSYCHIATRIC SECURITY REVIEW BOARD: A Board that determines if a mentally ill offender is to be committed to a State hospital, if a mentally ill offender is ready to be released from a State hospital, or other issues of the mentally ill. The PSRB Board also orders the appropriate amount of time the mentally ill offender is to serve on formal supervision.

PV: Parole Violation or Probation Violation

PARAPHERNALIA: A term, when used by DOC, describes drug-related and/or sex related evidence found to support allegations of criminal activity.

PAROLE: Release from a term of imprisonment in an institution.

PAROLE EVIDENCE RULE: - A rule of evidence which denies admissibility to any testimony concerning any oral agreements made prior to, or contemporaneous with, a written agreement, when the written agreement was intended to be the final agreement between the parties and when the alleged oral agreements are offered to vary the terms of the written agreement.

PAROLEE: An offender released from a term of imprisonment in an institution.

PAROLE BOARD: A three-member Board, appointed by the Governor, having the authority to set release dates and impose conditions for offenders on parole and/or post-prison supervision. (Also see Board of Parole and Post-Prison Supervision).

PAROLE/PROBATION OFFICER: or PO, supervises offenders in the community. In some states, these officers receive a caseload that is either strictly parole or strictly probation. In Oregon the common practice is to assign a mixed caseload; hence the generic designation PO which can stand for either parole or probation officer.

PARTIES: The persons who take part in the performance of any act, or who are directly interested in any affair, contract, or conveyance, or who are actively concerned in the prosecution and defense of any legal proceeding. Parties can be individuals, businesses, organizations, or governments.

PASSWORD: A security feature that requires you to enter a unique password associated with your User ID to access the AS/400.

PATERNITY SUIT: A type of court in which a mother tries to prove that a certain man is the father of her illegitimate child.

PAUPER: A person so poor that he must be supported at public expense; also a suitor who, an account of poverty is allowed to sue or defend without being chargeable with costs.

PAYMENT SCHEDULE: An agreement between the supervising officer and the offender to establish a time frame and monthly amount the offender needs to pay to satisfy his financial obligations. (Restitution to victims, fines, attorney fees, supervision fees, etc)

PECUNIARY: Relating to money. A pecuniary interest would be a financial interest, i.e. a person may gain or lose money because of some event, action, or judgment in a court case.

PENAL: Relating to punishment.

PENAL CODES: Crime codes from other states similar to Oregon ORS Statutes.

PENDENTE LITE: That period between the filing of the suit and the disposition of the issues by trial or hearing. Usually refers to a motion to have some rights or assets or action, relevant to the suit, acted on by the court before the whole suit is finally settled.

PEPPERMACE: Tincture of oleo, derivative of cayenne pepper, used by DOC staff. Sprayed toward the chest of an offender to temporarily render the offender helpless in an assaultive or dangerous situation.

PER DIEM: Monetary reimbursement each day per union contract.

PER SE: By himself or itself; in itself; taken alone; inherently; in isolation; unconnected with other matters.

PEREMPTORY CHALLENGE: A challenge which a party is allowed to have against a certain number of potential jurors, without needing any legal or other sound basis. Such a challenge disqualifies a person from serving on the jury in that particular case.

PERJURY: The willful assertion as to a matter of fact, opinion, belief, or knowledge, made by a witness in a judicial proceeding as part of his evidence, under oath, whether such evidence is given in open court or in an affidavit, when such assertion being given is known to such witness to be false.

PERSON CRIMES: involve person-to-person confrontation and either violence or threats of violence.

PERSONAL RECOGNIZANCE: Release of a defendant from jail by the court without the necessity of posting bail but with some conditions imposed.

PERSONAL SERVICE: Delivery of a writ, summons or notice to the person named therein by the handing it to him.

PETIT JURY: The ordinary jury of twelve (or fewer, often six) persons for the trial of a civil or criminal case, so called to distinguish it from the grand jury.

PETITION: An application made in writing to the court.

PIXEL: Picture Element

PLAINTIFF: A person who brings an action; the party who complains or sues in a personal action and is so named on the record.

PLEA: The offender's legal answer to a stated charge, guilty or not guilty, in Court when charged/indicted with a crime.

PLEA BARGAIN: An arrangement between the defendant and the prosecutor by which defendant enters a plea of guilty to a charge in exchange for some action by the prosecutor, usually dismissal of other charges.

PLEA OF GUILTY: A confession of guilt in open Court.

PLEA OF NOT GUILTY: A denial of guilt to offense offender is being charged of, usually results in a trial hearing.

PLEADINGS: The formal allegations by the parties of their respective claims and defenses, for the judgment of the court. Most common forms of pleadings are the complaint and answer.

PLETHYSMOGRAPH: A test administered that measures sexual arousal or response to various stimuli. (Court often orders in sex abuse cases).

POLICE REPORT: A report written by the arresting officer detailing crime or incident.

POLLING THE JURY: A practice whereby the jurors are asked individually whether they assented, and still assent, to the verdict. To poll a jury is to call the names of the persons who compose a jury and require each juror to declare what his verdict is before it is recorded.

POWER OF ATTORNEY: An instrument authorizing another to act as one's agent or attorney. A letter of attorney.

POLYGRAPH: A test given to determine if person is telling the truth.

POP UP: A list of available codes that pop up on the screen as a box when you press the prompt (F4) function key.

POSITION TO: Moving the cursor to a specific record within a list (i.e., you are in a pop-up list of all offenders in OPS and wish to Position to a specific offender).

POST-PRISON SUPERVISION: is that part of an offender's sentence which is served under community supervision by the Department of Corrections or a corrections agency designated by the department. A part of a Sentencing Guidelines sentence. A mandated period of supervision following release from an institution.

POST-SENTENCE REPORT: A report prepared by the supervising officer on an offender who has already been convicted and sentenced to probation. Similar to Presentence report except Presentence reports are done after conviction but before sentencing,

PRAECIPE: An order, written out and signed, addressed to the clerk of a court, and requesting him to issue a particular writ.

PRECEDENT: A principle, application or interpretation of law declared by an appellate court which serves as a rule for deciding future cases with the same legal issues.

PREJUDICE: A fore judgment; bias; preconceived opinion. A leaning towards one side of a cause for some reason other than a conviction of its justice.

PRELIMINARY HEARING: The hearing given to a person accused of crime, by a judge, to ascertain whether there is evidence to warrant the binding over of the felony charge to the Circuit Court for further proceedings.

PREPONDERANCE OF THE EVIDENCE: Evidence with a superiority of persuasion. A trier of fact cannot properly render verdict upon evidence in favor of the one having the burden of proof, unless such evidence overbears, in some degree, the persuasiveness of the other side's evidence. This is the burden required in civil cases. A higher standard is required of the prosecution in a criminal case.

PRESENTENCE INVESTIGATION REPORT: A report that is submitted to the Court by a probation officer, before the offender is sentenced on a conviction, giving the Court background information, prior criminal records, substance abuse information/problems, scope of crime(s), and recommendation to help the Judge determine appropriate sentence.

PRESIDING JUDGE: A Judge that presides over proceedings.

PRESUMPTION: An inference that a fact exists because other facts have been proved to exist, and because in common experience it always logically follows unless evidence is introduced by the opposing party to prove that it does not exist.

PRESUMPTIVE GUIDELINES: A presumptive sentence is the sentence normally imposed within the grid block when there are no departures,

PRETRIAL CONFERENCE:- Hearing between judge and attorneys to discuss any matters that can be resolved prior to trial to assist in expediting or simplifying the trial.

PRIMA FACIE: (Lat.) (So far as can be judged from the first disclosure.) A prima facie case is one in which all necessary elements have been established by the plaintiffs or prosecutions evidence so that a verdict can be given for that party, and which can be overturned only by rebuttal evidence presented by the defendant.

PRIOR RECORD: An offender's past criminal record including misdemeanor, felony and traffic offenses.

PRIORITY: As used in ISIS, the importance that a particular task has in relation to other tasks.

PRISON: is a state facility intended for felons – those who have been convicted of crimes punishable by incarceration of more than one year.

PRO PER: This refers to a person who represents himself in court without the aid of an attorney.

PRO SE: (Lat.) -For himself; in his own behalf; without a lawyer.

PRO TEM JUDGE: A member of the bar who does not regularly preside in a particular Court. i.e. a Circuit Court Judge presiding in District Court or as a fill-in for vacations and/or heavy workload.

PROBABLE CAUSE: Reasonable cause. Having more evidence for than against. A reasonable ground for belief in the existence of facts warranting the proceedings complained of.

PROBATE: The process of reviewing and distributing through court, the decedent's assets either with or without a will.

PROBATION: When the Court sentences an offender to formal supervision for a specific period of time, they are on probation. County jail time can be a condition of probation. If they served time in prison, then released to formal supervision, they would be on parole.

PROBATIONER: An offender who is serving a term under formal supervision, free in the community, who is required to comply with terms of all conditions ordered by the Court.

PROBATION FEES: Supervision Fees that are required by State Law and imposed by the Court, for any offender being supervised on parole or probation, including Compact cases being supervised in Oregon. Fees can be waived on an individual basis by the Court or the supervising officer.

PROCEDURAL LAW: That which prescribes method of enforcing rights or obtaining redress for their invasion; machinery for carrying on a suit. As relating to crimes, that which provides or regulates that steps by which one that violates a criminal statute is punished.

PROCEEDING: In a general sense, the form and manner of conducting judicial business before a court or judicial officer; regular and orderly progress in form of law; including all possible steps in an action from its commencement to the execution of judgment.

PROCESS: A court order to appear in court. Subpoenas and summonses are examples of process.

PROCESS SERVER: A person employed to deliver a summons or complaint to a person being sued or to deliver a subpoena to a witness.

PROGRESS REPORTS: A report sometimes required by a State other than Oregon on a Compact case to show offenders progress while on supervision. Oregon Courts can also request these reports; however, this is seldom done.

PROGRAM: A series of instructions that tells the computer how to perform a task.

PROMPT: As used on the AS/400, a prompt is a list of valid entries that pop up when function key F4 is used. Not every entry field will have a prompt.

PROPERTY CRIME: involves the theft or destruction of property without the offender confronting the property owner.

PROSECUTE: To follow up; to carry on an action or other judicial proceeding; to proceed against a person criminally.

PROSECUTING ATTORNEY: The name of the public officer who is appointed in each county, to conduct criminal prosecutions on behalf of the state or people.

PROSECUTING WITNESS: The private person upon whose complaint or information a criminal accusation is founded and whose testimony is mainly relied on to secure a conviction at the trial; in a more particular sense, the person who was chiefly injured, in person or property, by the act constituting the alleged crime.

PROSECUTOR: An officer of government (such as state's attorney) whose function is the prosecution of criminal actions, or suit partaking of the nature of criminal actions.

PRO TEMPORE: For the time being; temporarily; provisionally.

PROXIMATE CAUSE: An event or series of events which in a natural and continuous sequence, unbroken by any intervening superior cause, produce an injury, and but for which event or series of events the injury would not have occurred.

PUBLIC INFORMATION: Screen 40 on OPS gives information regarding an offender that is a matter of public record and therefore available to the public.

PUNITIVE DAMAGES: Often a large money judgment against a defendant to pay the plaintiff more than his actual loss intended to punish the defendant for his willful misconduct and to deter the defendant and other persons from similar wrongful conduct in the future; sometimes referred to as 'smart money'.

PURGE FILES: To purge a file is to shred all non-essential documents. According to policy, purging of records is controlled and directed by the Director/Supervisor of records in each branch office.

PUTATIVE FATHER: - The alleged or reputed father of an illegitimate child.

Q

QUAS: As if; almost as it were; analogous to. This term is used in legal phraseology to indicate that one subject resembles another, with which it is compared, in certain characteristics, but that there are intrinsic and material differences between them.

QUASH: To dismiss or get rid of.

R

RAP SHEET: Slang for an offender's record of arrest and convictions. A report of prior criminal records from the FBI, or LEDS/NCIC criminal records systems. Also known as CCH or Criminal Case History rap sheets.

RAPE: is the carnal knowledge of a person through the use of force or the threat of force. Assaults to commit forcible rape are also included as a violent index crime; statutory rape without force is not.

REASONABLE DOUBT: The state of mind in the trier of fact in a criminal trial who does not have an abiding conviction to a moral certainty that the evidence has proved the defendant's guilt.

REASSESSMENT: A tool parole/probation officers use to determine the level of supervision required by each offender and the amount of risk an offender is to community. The level can be adjusted throughout the period of supervision, but it must be done at least every six months per OCMS standards.

REBUTTAL: The stage in a trial where a party introduces new evidence to contradict the evidence and affirmative defenses presented by the opposing party.

RECESS: In the practice of the court, a short interval of time during which the court suspends business, but without adjourning.

RECIDIVISM: describes repeating or habitual offenses. The word alludes not only to the behavior of offenders who commit a new crime after their terms of probation, incarceration and/or parole have ended; it also refers to the actions of those committing new crimes while incarcerated, under supervision or awaiting sentencing while posting bail. A tendency to relapse into previous behavior; repeat offenders.

RECOGNIZANCE RELEASE: An agreement from defendant to the Court that permits him/her to be at liberty and promises to appear in Court at the specified date and time. Also called Pretrial Release.

RECORDS EXPUNGED: All offender records that are expunged are destroyed. All traces of records are removed from the branch office and Central Records. C copy of the Court order to expunge record must be sent to Central Records.

RECORDS PURGED: See Purge Files.

RECORDS SEALED: A record that is sealed cannot be used for Court purposes against offenders unless the Court orders the record unsealed. All Sealing and Unsealing must be done by Court order. A copy of the Court order to Seal record must be sent to Central Records.

REDIRECT EXAMINATION: Examination of a witness by the party who called the witness, conducted after cross-examination, to rehabilitate the witness or amplify matters discussed in cross-examination.

REFERRAL FORM: An order from the Court requesting a Presentence Investigation be prepared.

REFRESH: To redisplay the screen with any changes that may have been made.

REHABILITATION PROGRAMS: are designed to strike at the root cause of offending behavior. Such programs include drug/alcohol treatment, cognitive restructuring (thinking changes), sex offender treatment, literacy, job training and placement, etc.

RELEASE - The relinquishment of a right or claim against a person; an affirmative defense in a civil case.

RELEASE OF INFORMATION FORMS: Offender must sign this form before confidential information regarding medical problems, treatment progress, doctors, schools, and military activities/records.

RELEASE PLANS: These are jointly developed by a Parole/Probation Officer, institution release counselor and setting forth programs and resources available in the community. The plan recommends the conditions necessary for supervision which will protect the community and help the inmate make positive changes. The Board of Parole and Post-Prison has authority for final approval of all release plans.

RELEASE SUBSIDY: Financial assistance allocated to an offender upon release from prison for the purpose of purchasing essential goods and/or housing.

RELEVANCY: Quality of evidence which bears directly on a fact in issue and tends to prove the existence or non-existence of fact.

REMAND: Sending a cause back to the same court out of which it came, for purpose of having some action on it there.

RENDER JUDGMENT: To pronounce, state, declare, or announce the judgment of the court in a given case or on a given set of facts; not used with reference to judgments by confession, and not synonymous with entering, docketing, or recording the judgment.

REOPEN: In the Work with To Do List section, to make a task that has been previously designated as completed available for changes and designated as not completed.

REPEAT OFFENDER: is one who repeats an offense or habitually breaks the law. See RECIDIVISM.

REST: A party is said to 'rest' or 'rest his case' when he has presented all the evidence he intends to offer.

RESTITUTION: Court ordered financial obligation to repay victim for damages or losses.

RESTITUTION CENTER: programs house offenders in a structured setting, allowing them to leave for work or other approved activities such as drug treatment. The purpose is to provide control and support for offenders who are paying victim restitution or other costs from wages they earn while working in he community.

RESTRAINING ORDER: A Court order prohibiting contact by the offender to the victim.

RETRIEVE: To access and make available information to work with.

RETURN: The act of a sheriff, constable, or other ministerial office, in delivering back to the court a writ, notice, or other paper, which he was required to serve or execute, with a brief account of his doings under the mandate, the time and mode of service or execution, or his failure to accomplish it, as the case may be. Also the endorsement made by the officer upon the writ or other paper, stating what he has done under it, the time and mode of service, etc.

REVOCAION RECOMMENDATION: A report submitted by the supervising officer recommending revocation of an offenders formal supervision when the offender has violated conditions of supervision.

REVOCAION RECOMMENDATION ADDENDUM: An addendum to the Revocation reports that list additional information not given in the original report. An addendum can include a new or changed recommendation.

REVOKE: (revocation) is an action taken to return an offender to prison. The term also refers to action taken to commit probationers to prison. Such actions are usually in response to a recommendation by the offenders supervising PO.

REVOKE- RESENTENCE: When original sentence is revoked and given another sentence and/or conditions. Something to watch is maximum time person can be on formal probation (5 yrs unless financial obligations are unpaid, then maximum is 6 years).

RISK ASSESSMENT: The initial tool parole/probation officers use to determine the level of supervision required for each offender and the amount of risk an offender is to community. The level can be adjusted at various intervals of supervision by using a Risk Reassessment.

ROBBERY: is stealing or taking anything of value from the care, custody or control of a person by force or by the threat of force. Attempted robbery and assault to commit robbery are included as violent index crimes, since they frequently result in injury to the victim.

ROUTE SLIP: A dated form attached to documents or files which indicates who is to receive the file or document and who the file or document is from.

RULES OF COURT: The rules for regulating the practice of the different courts, which the judges are empowered to frame and put in force as occasion may require.

RULING: A decision rendered by a judicial officer on a procedural or evidentiary issue.

S

SID: State Identification number assigned by the Oregon State Police on persons who have been fingerprinted. (Older numbers are seven digits, new numbers are eight digits).

SIS: Shared Information System. Offender voluntarily provides Social Security number to Department of Corrections for use of maintaining information and records for research purposes.

SMT: Abbreviation for scars, marks, and/or tattoos used in offender identification.

SOC: Social Security Number. Also known as SSN.

SOON: Statewide Office Operations Network

SOSN: Sex Offender System Network

SSN: Social Security Number

SUN: Super User Network; a group of 'super users' who assist FAST and the Help Desk in resolving data entry issues.

SVDO: Sexually Violent Dangerous Offender

SANCTION: is punishment imposed for technical violations of parole or probation conditions when no new crime has been committed. The intent of sanctions is to take active remedial action to correct offenders' behavior in order to keep them in the community and to avoid returning them to prison, if possible. Sanctions often include community service, day reporting, electronic monitoring, house arrest, or a short stay in the local jail.

SATISFACTION: The discharge of an obligation by paying a party what is due to him, (as on a mortgage, lien, or contract,) or what is awarded to him, by the judgment of a court or otherwise.

SEALED: Authenticated by a seal; executed by the affixing of a seal.

SEALING OF RECORDS: Process of closing records from public use. All sealing or unsealing of records must be done by a Court order and Central Records must have a copy of the order sent to them so they can remove offender records from the AS400.

SEARCH: To scan through a document to find a specific piece of information such as a word or phrase. A prying into hidden or private areas to discover an object not immediately in plain view.

SEARCH CLAUSE: A clause or condition which gives parole/probation officers the right to search offender property, person, residence or vehicle without a warrant. Confiscated items recovered in the search are admissible in Court for parole/probation violations.

SECURITY AMOUNT: The security taken such as a specified amount of money or a bond which will be forfeited to the court if the person does not appear.

SECURITY RELEASE: When a person posts bail, or something of value, in exchange for an offender's release from jail.

SEIZURE: The taking of an object from its possessor or custodian by a law enforcement officer.

SELECT: To pick which items on which you wish to perform an action. An example would be to select certain offenders for whom you wish to create a non-compliance letter.

SELF-DEFENSE: The protection of one's person or property against some injury attempted by another.

SENATE BILL 156: An offender on post-prison status whose original felony sentence, imposed after 01/01/97 by the Court was 12 months or less.

SENTENCE: Following a conviction, the Court sets forth the penalty or sanction that is to be imposed as a consequence of the criminal act. The judgment formally pronounced by the court or judge upon the defendant after his conviction in a criminal prosecution, awarding the punishment to be inflicted.

SENTENCE ORDER: Legal document issued by the Court, generally signed by the Judge, which reflects disposition of crime(s).

SENTENCING GUIDELINES: were established in 1989 to provide greater uniformity among the different regions of state in sentencing offenders.

SERVICE BY PUBLICATION:-Service of a summons or other process upon an absent or non-resident defendant, by publishing the same as an advertisement in a designated newspaper, with such statute may prescribe.

SERVICE BY PERSONAL: Service of a writ or notice is made by delivering it to the person names; in person; or handing him a copy and informing of the nature and terms of the original. Leaving a copy at his place of abode is not personal service.

SERVICE BY MAIL: Some courts hold to the view that the mailing of a notice is not personal service. But others, interpreting the term as it is found in statutes, take a contrary view.

SERVICE BY DOMICILIARY: Service of a summons or other process upon an absent defendant by delivering said process to a person over the age of 14 years who resides at defendant's usual place of abode.

SERVICE OF PROCESS: The delivery of writs, summonses, and other notices to the party to whom are directed for the purpose of obtaining personal jurisdiction over or notice to the party.

SEX ABUSE: occurs when an offender forces a victim to participate in sexual activity, including touching or fondling of erogenous parts of the victims body. Also included would be cases where the victim willingly participated but was either mentally handicapped or too young to consent. Sex abuse is a generic term that applies when other kinds of sex offenses (rape, sodomy, etc) are too specific to apply.

SHELL: A program that insulates the user from having to use command line instructions to perform operations on the computer. An example would be menu programs and Fixed Disk Organizer.

SHOW CAUSE: Against a rule, an order, decree, execution, etc., is to appear as directed, and present to the court such reasons and consideration as one has to offer why it should not be confirmed, take effect, be executed, or as the case may be.

SHOW CAUSE HEARING: A hearing before the Court to determine if violation of the Court order has occurred. (Parolees have Morrissey Hearings, refer to Morrissey)

SIGN-OFF: To close all of your work on the system and let the AS/400 know that you will not be performing any more work at that time. To re-access the AS/400, you must sign on again.

SIGN-ON: To access all of your work on the AS/400 by using your appropriate password.

SLANDER: Oral defamatory language tending to injure another's reputation, business or means of livelihood; a civil suit for such defamation.

SORT: To rearrange information in a different order. For example, a list of names could be sorted in alphabetical order.

SOUNDEX: A program used to identify names that sound similar, or close SOC or DOB. Used in EPR system as possible matches on offenders.

SPECIAL INFORMATION REPORTS: Reports submitted to the releasing authority for informational purposes or violation of conditions of supervision but when revocation is not being recommended.

INFORMATIONAL ONLY: Used to inform Court/Board of Parole of new information, no recommendation.

PROGRAM MODIFICATION REPORTS: A report requesting modification of conditions of supervision – adding or deleting conditions of supervision.

REPORT OF VIOLATION: A report that informs the Court or Board of Parole of violations of the offender's conditions of supervision. They can contain a recommendation.

STATUTE: An act of the legislature declaring, commanding, or prohibiting something; the written will of the legislature, solemnly expressed according to the forms necessary to constitute it the law of the State.

STATUTE CRIME: involves neither violence nor the destruction or theft of property. Examples include driving with a suspended license and unauthorized possession of a controlled substance.

STATUTE OF FRAUDS: A law requiring the plaintiff in a suit relating to a contract within a specified category to produce a memorandum of the agreement signed by the defendant.

STATUTE OF LIMITATIONS: A legislative enactment that prescribes the period of time within which a civil suit must be brought upon a certain claim. In criminal law, the statute of limitations determines the time within which that state must initiate a prosecution for an offense.

STAY: An order by a magistrate or judge stopping court proceedings.

STIPULATION: A material article in an agreement. An agreement between counsels respecting business before the court. It is not binding unless assented to by the parties or their representatives, and most stipulations are required to be in writing.

STRUCTURED SANCTION: Under Sentencing Guidelines, a supervising parole/probation officer may sanction an offender for a violation of the special conditions of his/her probation. Sanctions include jail, community service work, electronic monitoring, etc.

SUBPOENA: A writ commanding a person to appear in Court for testifying, or commanding a person produce in Court certain designated documents or other evidence. A process to cause a witness to appear and give testimony, commanding him to lay aside all pretenses and excuses, and appear before a court or magistrate therein named a time herein mentioned to testify for the party named under a penalty therein mentioned.

SUBPOENA DUCES TECUM: A process by which the court, at the instances of a suitor, commands a witness who has in his possession or control some document or paper that is pertinent to the issues of a pending controversy, to produce it at the trial.

SUBSIDY CHECKS: Money available from DOC to parolees for transitional purposes i.e. housing, etc

SUBSET: To narrow a long list of elements to a more manageable smaller list. For example, to limit the list of Treatment Programs to work with in “Work with Treatment Programs’ to only those Treatment Programs in a particular county.

SUBSTANTIVE LAW: Law that governs the rights, duties, liabilities of the parties, and defines the issues which the evidence must prove.

SUM CERTAIN: A specific amount of money.

SUMMARY JUDGMENT: A judgment in certain type actions which is rendered on the motion of one of the parties when the pleadings show there is no real issue to be decided or that no valid defense has been offered.

SUPERVISION FEES: Fees paid by the offender as dictated by Legislature for supervision in the community. Fees can be waived by the Court or by the supervising officer in cases of hardship.

SUPERVISION LEVEL: determines the amount of time a parole or probation officer spends supervising an offender during an average month. The Oregon Case Management System determines supervision level through a risk assessment process, incorporating both the risk of absconding and the risk of committing a new crime. Supervision levels range from High (3.6 hours per month) for the highest risk parole cases to Administrative (0.1 hours per month) for the lowest risk probation cases.

SUPPRESS - To rule that evidence is inadmissible because it was obtained illegally.

SURETY: One who undertakes to pay money or to do any other act in event that his principal fails therein.

SURGE PROTECTOR STRIPS: Electric strips that protect electronic equipment (computers, etc) from power surges or brown-outs. Computers without the proper strips may suffer extensive damage to equipment or programs.

SUSPECT: A person who is suspected of committing a crime but not formally charged or convicted.

SUSPEND AND DETAIN WARRANT: A warrant issued by the Parole Board on parolees. The warrant allows the offender to be held if arrested.

SUSPENDED SENTENCE: A sentence which is not put into effect, although, since it may take effect at a later date, it is not considered vacated.

SUSTAIN: To carry on; to maintain. To support or uphold a verdict, decision, objection, etc.

T

TPDD: Tentative Parole Discharge Date. A date the Parole Board sets based on the crime sentence and good time as the soonest the offender can be released from supervision on parole offenses.

TASK: A specific job that you need to accomplish.

TELETYPE: Report from LEDS, NCIC, FBI, and DMV used to generate criminal history including warrant, driving record, vehicle information, stolen property, guns and cars, etc. Can be used to send or receive messages to/from other branches, agencies, DMV, LEDS in Oregon, or other states.

TEMP LEAVE: An offender released from an institution before they are paroled is called temp leave offenders. IT is now called transitional leave.

TERMINAL: A device attached to a computer that allows information to be viewed and entered.

TESTIMONY: Evidence given by a competent witness, under oath or affirmation; as distinguished from evidence derived from writings, and other sources.

THEFT: is the unlawful taking or removing of the property of another with the intent of permanently depriving the legal holder of the property.

TO DO LIST: A list of tasks that you have scheduled for yourself to accomplish for the day. Some of these tasks can be automatically created for you based upon tasks that the system knows must be accomplished. Examples are home contacts, reclassifications, and office contacts that are due.

TOKEN RING: IBM's PC networking system which manages communication by passing from one device to another and which performs best when physically in the shape of a ring.

TORT: A private or civil wrong or injury to another person, independent of a contract. Three elements of every tort action are: existence of a legal duty from defendant to plaintiff, breach of duty, and damage as a proximate result.

TRANSFER REQUEST: A request to transfer supervision from one branch to another on in-state or out-of-state cases; also known as IRT. Out-of-state requests are handled through Interstate Compact.

TRANSITION: is that combination of staff and community services that help an inmate make a successful return to the community.

TRANSITIONAL LEAVE: A resource for parolees coming out into the community prior to post-prison supervision to establish employment and residential needs.

TRAVEL PERMIT: A document giving offenders permission to travel out-of-state. Issued by supervising officer or other authorized staff.

TREE: A structure for storing files on a disk. Analogous to an upside-down tree. The root is at the top and each branch of Subdirectory may have files or other Subdirectories.

TRUE BILL: An indictment containing the signature of the grand jurors; commonly used as a synonym for indictment.

U

UA: Urine test used for detecting alcohol and/or drugs in offender's urine. A positive test is admissible in court to substantiate a violation. The Court or Parole Board may order random urinalysis as a condition of supervision, to be taken at PO's discretion.

UNLAWFUL ENTRY: An entry upon real estate effected peaceably and without force, but which is without right or title and is accomplished by means of fraud or some other

willful wrong. Also, the failure to leave the premises when required even though the original entry was legal.

UNREASONABLE SEARCH AND SEIZURE: An examination or inspection by an agent of the government, without authority of law, of one's premises or person and the seizure of some evidence of guilt to be used in prosecution for crime.

UNUSUAL INCIDENT REPORT: Reports initiated due to incidents, circumstances, or actions involving staff, volunteers, offenders, programs or facilities that are unusual to the extent of becoming a matter of significant concern or interest to DOC or higher authority, or general public. Can constitute immediate threat to life or health of staff, offender, community or major damage to property.

URINALYSIS: See UA

USER ID: A unique identifier for each person using the AS/400, so that the AS/400 will know who is accessing the system.

V

VINE: Victim Information & Notification Everyday

VALID: Having legal strength or force, executed with proper formalities, incapable of being rightfully overthrown or set aside.

VENDEE: A buyer.

VENDOR: A seller.

VENIRE: To come; to appear in court. Sometimes used as the name of the writ from summoning a jury.

VENUE: In pleading and practice. A neighborhood; the neighborhood, place or county in which an injury is declared to have been done, or fact declared to have happened.

VERACITY: Truthfulness; the power of conveying or perceiving truth.

VERDICT: The formal and unanimous decision or finding made by truth.

VERIFICATION: Confirmation of correctness, truth, or authenticity by affidavit, oath or deposition.

VERIFY: To confirm or substantiate by oath.

VICTIM: A person who suffers injury or loss due to the commission of a crime.

VIOLATION: When a parolee/probationer has not abided by the conditions of supervision, he/she is in violation.

VIOLENT CRIME: involves direct contact or confrontation between the offender and the victim. Examples include murder, rape, assault and robbery.

VIRUS (COMPUTER): A man-made glitch that can wipe out complete disks/data. This and surges are the main reasons regular backups of computer data should be made.

VISITING JUDGE: See Pro Tem

VOIR DIRE: To speak the truth. This phrase denotes the preliminary examination which the court may make of one presented as a witness or juror, where his competency, interest, etc. is objected to.

VOUCHER: A receipt, acquaintance, or release which may serve as evidence of payment or discharge of a debt, or to certify the correctness of accounts.

W

WAIVE: To abandon, throw away, renounce, repudiate, or surrender a claim, a privilege, a right, or the opportunity to take advantage of some defect, irregularity or wrong.

WAIVER: To abandon or relinquish the right to enforce a condition for a specified period of time, such as waiver of residence, waiver of supervision fees, etc.

WARRANT OF ARREST: A written order issued and signed by the Court, commanding a peace officer or other specified person to arrest a person named who is accused of an offense.

WARRANT BY BENCH: Process issued by the court itself, or from the bench, for the attachment or arrest of a person; either in case of contempt, or where an indictment has been found, or to bring in a witness who does not obey the subpoena. So called to distinguish it from a warrant issued by a justice of the peace.

WARRANT BY SEARCH: An order in writing, issued by a judge in the name of the state, directed to a sheriff, constable, or other officer commanding him to search a specified house, shop, or other premises, for personal property alleged to have been stolen, or for unlawful goods, and to bring the same, when found, before the judge, and usually also the body of the person occupying the premises to be dealt with according to law.

WILLFUL: Done intentionally as distinguished from carelessly, inadvertently or accidentally

WORK RELEASE: When an offender is lodged in the county jail or the work release center and gets released to go to their employment but must return after completing their days work.

WORK RELEASE COUNSELOR: A staff person responsible for monitoring and approving work sites for jail inmates. Responsible for monitoring jail inmates for compliance to release conditions.

X

XPR: A code used to delete all information in the EPR records.

Y

Z

26.2 Oregon Department of Corrections-Related Acronyms, Abbreviations, Jargon & Terms

Updated 08/05/08

ACA.....	American Corrections Association
ACRS	Automated Criminal Risk Score
A&D.....	Alcohol and Drug Treatment
ADA.....	Americans Disability Act
A&O.....	Admission and Orientation
ABE	Adult Basic Education
ACA.....	American Correctional Association
Ad Seg	Administrative Segregation
AFAMIS.....	DOC's purchasing/budgeting/accounting system
AFSCME	American Federation of State, County & Municipal Employees
AIP	Alternative Incarceration Program
AIT.....	Annual Instructor Training
AG	Attorney General's Office
ALJ.....	Administrative Law Judge
AM.....	Administrative Message
ANSI.....	American National Standard Institute
AOCE	Association of Oregon Corrections Employees
AS 400	DOC's computerized database system
ASSE.....	American Society of Safety Engineers
AT.....	Annual Training
BAM	Budget and Management Office (DAS)
BCD.....	Building Codes Division
BCP	Business Continuity Plan
BCT	Behavioral Cognitive Therapy
BFD.....	Business & Finance Division
BHS.....	Behavioral Health Services (Formerly CTS)
BMCC.....	Blue Mountain Community College
BOOT	Boot Camp

BP	Dual diagnosis treatment program at CRCI
BPPPS	Board of Parole & Post-Prison Supervision
BPSST	Board on Public Safety Standards and Training
CAPD	Continuous Ambulatory Peritoneal Dialysis
CBA.....	Collective Bargaining Agreement
CBT	Computer Based Training
CC.....	Community Corrections
CCC	Chemeketa Community College
CCCF	Coffee Creek Correctional Facility
CCH	Corrections/Computerized Criminal History
CCM.....	Counselor Caseload Management
CDC	Central Distribution Center
Chit.....	Identification used to check-out keys
CI.....	Confidential Informant
CIS	Critical Incident Stress (debriefing)
CIS	Corrections Information System
CJC	Criminal Justice Commission
CJIS	Criminal Justice Information Services
CMI.....	Case Management for Institution
CMIS	Corrections Management Information System
CNT.....	Crisis Negotiating Team
CO.....	Correctional Officer
Cog.....	Cognitive
Comm Center.....	Master Control
COPE.....	Challenge of Prison Experience MH program at EOCl
CPAI.....	Correctional Program Assessment Inventory
CPL	Corporal
CPOF	Correctional Peace Officer Foundation
CPP	Crisis Prevention Plan
CPT.....	Captain
CTA.....	Comp Time Accrued

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CTL	Comp Time Leave
CTP	Correctional Treatment Program
CRCI	Columbia River Correctional Institution
CSC	Community Supervision & Programs
CTS	Counseling & Treatment Services (replaced with BHS)
CURE	Citizens United for the Rehabilitation of Errants
DAS	Department of Administrative Services
DD	Developmentally Disabled
DHS	Department of Human Services
DI	Drug Investigations
DIU	Drug Investigation Unit
DOC	Department of Corrections
DOJ	Department of Justice
DPSST	Department of Public Safety Standards and Training
DR	Disciplinary Report (inmate)
DRCI	Deer Ridge Correctional Institution (Madras)
DSU	Disciplinary Segregation Unit
EAP	Employee Assistance Program
EHS	Early Head Start
ELMS	Enterprise Learning Management System
EMT	Executive Management Team
EOCI	Eastern Oregon Correctional Institution
EP	Emergency Preparedness
ERB	Employment Relations Board
ERP	Emergency Response Plan
ESL	English as a Second Language
ESS	Emergency Staff Services
FA	Fugitive Apprehension
FAU	Fugitive Apprehension Unit
FRTS	Forensic Residential Treatment Service
FSC	Food Services Consultant

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FSH	Inmate payphone provider
FTE	Full Time Equivalent
FTEP	Field Training and Evaluation Program
FTO	Field Training Officer
FUM	Functional Unit Manager
GED	General Education Development
HGO	Home for Good
HR	Human Resources
HRM	Human Resources Manager
HS	Health Services
Hx	History
ICE	Immigration and Customs Enforcement
IDM	Institutions Division Managers
IG	Inspector General
IITP	Inmate Incarceration & Transition Plan
I/M	Inmate
IMAC	Inmate Management and Assignment Committee
IMF	Inmate Management Floor
IMT	Institution Management Team
IMU	Intensive Management Unit
In-Focus	Dual diagnosis treatment program at CCCF
IPC	Inmate Program Committee
IS	Information Systems
ISD/ISDS	Institution Staff Deployment System
ISM	Institution Security Manager
ISSD	Information Systems & Services Division
ISU	Information Systems Unit
ISU	Inmate Services Unit
ITM	Institution Transitional Managers
ITS	Inmate Telephone System
IWP	Inmate Work Programs

Kyte	Inmate Communication
LEDS	Law Enforcement Data System
LFO	Legislative Fiscal Office
LINUS	Statewide legislative tracking system
LOP	Loss of Privileges (inmate disciplinary sanctions)
LT	Lieutenant
LWOP	Leave Without Pay
LWOP	Life Without Parole
M11	Measure 11 (sets mandatory minimum sentences)
M17	Measure 17 (requires inmate work)
MCCF	Mill Creek Correctional Facility
MH	Mental Health
MHI	Mental Health Infirmary (formerly known as SMU)
MI	Motivational Interviewing
MED	Mentally/Emotionally Disturbed
MOU	Memorandum of Understanding
MR	Misconduct Report
NCIC	National Crime Intelligence Center
ND	New Directions (Alcohol & Drug AIP)
NEO	New Employee Orientation
NFF	National Fingerprint File
NIC	National Institute of Corrections
NPC	New Prison Construction
OAM	Oregon Accountability Model
OAM	Oregon Accounting Manual
OAR	Oregon Administrative Rule
OCE	Oregon Corrections Enterprises
OCIC	Oregon Corrections Intake Center
OCOA	Oregon Correctional Officer Association
OCP	Oregon Corrections Plan
OD	Officer-of-the-Day

ODM.....	Operations Division Meeting
ODOC	Oregon Department of Corrections
ODOE.....	Oregon Department of Energy
ODOF.....	Oregon Department of Forestry
ODOT.....	Oregon Department of Transportation
OIC.....	Officer-in-Charge
OISC	Offender Information & Sentence Calculation
OJIN.....	Oregon Judicial Information Network
OLT	On Line Training
OPEU.....	Oregon Public Employees Union
OPM.....	Office of Population Management
ORCEMS	Oregon Corrections Emergency Management System
ORS	Oregon Revised Statute
OSCI	Oregon State Correctional Institution
OSH	Oregon State Hospital
OSP.....	Oregon State Penitentiary
OSP.....	Oregon State Police
OSPM.....	Oregon State Penitentiary Minimum
OYA.....	Oregon Youth Authority
P&F	Police & Fire (PERS status)
PAC.....	Prison Advisory Committee
PC	Protective Custody
PCC.....	Portland Community College
PDU.....	Professional Development Unit
PEBB.....	Public Employees Benefit Board
PECCBA	Public Employee Collective Bargaining Act
PERS	Public Employees Retirement System
PICS.....	Personnel Information Classification System
PIO	Public Information Officer
PMT.....	Parent Management skills Training
PO.....	Parole/Probation Officer

PP or Phy. Plt.....	Physical Plant
PRAD	Powder River Alcohol and Drug program
PRAS	Performance Recognition Award System
PREA	Prison Rape Elimination Act
PRCF	Powder River Correctional Facility
PSD.....	Public Services Division
PSI	Pre-sentence Investigation
PSM	Program Services Manager (Transitional Services Mgr)
PTA	Prison Term Analyst (OISC)
PTRI.....	Prison Threat Risk Investigation
R&D.....	Receiving and Discharge
REPAIR.....	Review & Evaluate Planned Annual Institution Repairs
RFMS.....	Relief Factor Management System
RS	Religious Services
RSAT.....	Residential Substance Abuse Treatment (fed. funded)
SASSI.....	Substance Abuse Subtle Screening Inventory (AIP)
SCD.....	State Controller's Division
SCCI.....	Shutter Creek Correctional Institution
SCI	Santiam Correctional Institution
S/C or Sub C	Lower level of C-Block
SCWC	Shutter Creek Work Center
SFFC.....	South Fork Forest Camp
SEIU.....	State Employees International Union
SEG.....	Segregation
SFFC.....	South Fork Forest Camp
SFMS	Statewide Financial Management System
SGT.....	Sergeant
SHU.....	Special Housing Unit
SI.....	Special Investigations
SIU	Special Investigations Unit
SIEC.....	Statewide Interoperability Executive Committee

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SID	State Identification Number
SMT.....	Scars, Marks and Tattoos
SMT.....	Security Management Team
SMU	Special Management Unit (replaced with MHI)
SNIEC	Special Needs Inmate Evaluation Committee
SO.....	Sex Offender
SORA.....	DOC's former sex-offender scoring instrument
SRCI.....	Snake River Correctional Institution
SSM	Social Services Manager
Static-99.....	Sex offender evaluation tool
STG.....	Security Threat Group
STM.....	Security Threat Management
STO.....	Sick Time Off
SUB.....	Substance Abuse
SUMMIT	Success Using Motivation, Morale, Intensity, and Treatment. AIP @ SCCI
SWOCC	Southwestern Oregon Community College
TA.....	Technical Assistance
TAG.....	Trust/Canteen Automated System
TDD or TTY	Device to allow hearing-impaired persons to communicate via phone
TERT	Tactical Emergency Response Team
TH	Temporary Hire
TL or T/L.....	Transitional Leave
TMJ	Temporal Mandibular Joint
TP.....	Turning Point (alcohol & drug tx)
TPS	Technical Program Specialist (OISC)
TRCI.....	Two Rivers Correctional Institution
TSA	Technical Services Associate
TSD.....	Transitional Services Division
TSM.....	Transitional Services Managers
Turn Key.....	Master Control
TVCC	Treasure Valley Community College

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Tx	Treatment
UA	Urinalysis
UI.....	Urinalysis
Unigroup.....	(Now OCE)
VAC.....	Value-Added Communications, Inc.
VINE.....	Victim Information & Notification Everyday
VT.....	Vocational Training
VTO.....	Vacation Time Off
Watch Commander	OIC (Officer-in-Charge)
WBE	Work Based Education
WCCF	Warner Creek Correctional Facility
WFD	Workforce Development
WHALE	Work Housing Assignment Level Evaluation
WICS.....	Women In Community Service (Cog Program)
WOC	Work Out of Class

26.3 MEDICAL TERMINOLOGY

DOSAGE: A portion of any drug to be administered at one time.

CURATIVE: Dosage sufficient to restore normal health.

DIVIDED: Dosage (relatively small) repeated short intervals.

LETHAL: Dosage in sufficient quantity to cause death.

MEDIAN: Dosage in sufficient quantity to cause death of 50% in 24 hr period.

MINIMUM: Smallest dosage possible without harm to patient and still be of benefit for illness

MUM: Largest dosage possible and still is safe for patient.

DOSAGES PRESCRIBED:

B.I.D. - Take two times per day.

O.I.D. - Take four times per day.

T.I.D. - Take three times per day

P.R.N.- Take as needed, according to circumstances.

O.D. - Take one every day

O.H. - Take one every day

HOW MEDICATION IS ISSUED:

Medication can be issued in the following:

Capsule

Gel Cap

Granulated

Injection

Liquid

Powder

Syrup

Tablet

26.4 DRUG /PHARMACOLOGY DEFINITIONS

ADDITIVE EFFECT: Occurs when a person takes 20 or more drugs from the same drug group and they chemical add to each other's affect. Example: 1 alcohol drink plus 1 Valium pill will give the same effect as 2 drinks or 2 Valium pills.

BIO-PSYCHO-SOCIAL MODEL: Addiction is both caused by and affects the whole person.

Biological - how drugs affect the mind and body.

Psychological - how drugs affect our emotions, our subjective experience of the world.

Social - how drug use impacts things as our values, finances, and our social environment (family, community, etc.).

CROSS TOLERANCE: Occurs when a person has developed tolerance for one drug and needs more of another drug in the same drug group to get the original effects of the drug. Example: heroin abusers/addicts also have a higher tolerance for Demerol and will need more if hurt to reduce pain. Alcoholics require more anesthetics for surgery.

DRUG DEPENDENCE: Physical dependence or addiction an altered biological state produced by repeatedly taking a drug so that when use stops, withdrawal symptoms occur.

PSYCHOACTIVE DRUG: Any chemical substance that can penetrate the blood-brain barrier and affect a person in such a way as to bring about physiological, emotional or behavioral change.

SUBSTANCE (DRUG) ABUSE: The use of a chemical substance (legal or illegal) that results in the person's physical, mental, emotional, or social impairment; the continued use of a chemical despite these impairments/problems.

SYNERGISM: Multiplying effect. Also occurs when 2 or more drugs are circulating in the body at the same time. In this case, the 2 drugs multiply each other's strength or produce new effects. The effect is always greater than additive. Example: the Hollywood death alcohol and barbiturates multiply each other's effect approximately 5 times.

TOLERANCE: Changes in body cells with drug use so that more of the drug is required to get the original effect.

WITHDRAWAL: Occurs when the body cells have adapted to a drug and have re-established some balance; without the drug the body system becomes over stimulated. Also known as Rebound.

26.5 COMMON NARCOTIC ADDICT TERMS

ARRESTED: Batted Out, Busted, Canned, Clipped, Dropped, Fall, Glued, Jugged, Nailed.

DIME BAG: A ten dollar purchase of narcotics.

DRUG CONTAINER: Bag, Bindle, Cap, Deck, Paper, Piece (usually a one ounce package).

DRUG PURCHASE: Connect, Dominio, Hit, Make a Meet, Score.

DRUGS: A taste, Cotics, Cotton Brothers, Dope, Goods, Gow, Junk, Merchandise, Stuff, Sugar

DRUG SUPPLIER: Bagman, Big Man, Bingle, Connection, Cop-man, Dealer, Mule, Peddler, Pusher, Swingman

DRUG WITHDRAWAL: Catch Up, Cleared Up, Fold Up, Hang Up, Kicking, Make the Turn, To Be Off, Turned Off

DOCTORS: Hacks or Croakers

EQUIPMENT FOR INJECTING DRUGS: Artillery, Biz, Factory, Gimmick, Gun, Layout, Machinery, Tools (Some words have specialized meanings. For instance, a needle is a spike or nail and the eye-dropper is a dripper or gun.)

FEDERAL NARCOTIC AGENTS: Feds, Gazer, Narcotic Bulls, Sam, T-man, Uncle Sam, Whiskers

GUN: Cannon, Heater, Rod

INJECT DRUGS: Bang, Bingo, Geezer, Jab, Mainlining, Pop

JAILED: Behind the Iron House, Boxed, Do a Bit, In the Cooler, In the Pokey, On Ice, Slammed

KNIFE: Blade, Shiv

LEAVE A PLACE: Blow, Cop a Sneak, Cut Out, Drop Out, Get the Wind, Go Over the Hill, Skid, Skip, Split, Take a Powder, Take the Wind, Work the Leather.

MONEY: Bread, Folding Stuff, Geetis, Lettuce, Long Green, Scratch

NARCOTIC ADDICT: AD, Gow Head, Hype, Hophead, Junker, Junkie

NICKEL BAG: A five dollar purchase of narcotics

NON ADDICT: Apple, Do-righter, Do-right Johns, Out of It, Square

OUT OF JAIL: Fresh and Sweet, On the Bricks, On the Ground, On the Street

POLICE: Big John, Bull, Fuzz, Fuzzy Tail, Harness Bull, Heat, Pig, The Man

POOR QUALITY NARCOTICS: Blanks, Dummy, Flea Powder, Lemon, Lemonade, Lipton Tea, Turkey (often means a non-narcotic used to deceive a customer)

SMALL, IRREGULAR DRUG HABIT: Chipping, Dabble, Ice Cream Habit, Job Popping, Play Round, Three-day Habit, Weekend Habit

TO BE UNDER THE INFLUENCE OF DRUGS: A Boot, Banging, Belted, Blasted, Coasting, Fixed, Floating, Flying, Hitting the Stuff, In High Leaping, Lit Up, On the Nod, Shot Down, Stinking, Twisted, Wasted

WANTED BY POLICE: Hot, In a Jam, Sizzling

26.6 DRUG TERMINOLOGY

The jargon of the drug abuser will vary greatly from one locality to another. This glossary is a compilation of many glossaries developed by narcotic officers from various parts of the country. Dangerous drugs often obtain their nicknames from their color or shape, and by shortening brand names.

26.6.1 ALCOHOL AND OTHER DEPRESSANTS

Effects:

Alcohol and other central nervous system depressants relax the mind and body by slowing the workings of all nerve cells. Small amounts can produce calmness and relaxed muscles. In somewhat larger doses, they can cause slurred speech, staggering gait, slowed reaction time and altered perception. Very large doses can cause respiratory depression, coma, and death. Combining alcohol and depressants can multiply the effects and risks (1+1 can = 20).

The use of alcohol and other depressants in increasing amounts over time have a high risk for physical and psychological dependence. Withdrawal symptoms range from nausea, dizziness and insomnia to convulsions, seizures and death.

Babies born to mothers who abuse alcohol or other depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Fetal alcohol syndrome, birth defects and behavioral problems may also result.

Alcohol: Known as Booze, Brew, Hooch, Mad Dog, or Rot Gut.

Barbiturates: Known as Amytal, Barbs, Block-busters, Blue Birds, Blue Devils, Blues, Candy, Christmas Trees, Downers, Goof Balls, Green Dragons, Mexican Reds, Nebbies, Numbies, Nembutal, Pajaro Rojo, Peanuts, Pink Ladies, Pinks, Rainbows, Red & Blues, Redbirds, Red Devils, Reds, Seconal, Sleeping Pills, Stumblers, Tuinals, Yellow Jackets, or Yellows.

1. Amobarbital Sodium and secobarbital sodium: Known by Eli Lilly and Company brand name 'Tuinal' (a red and blue capsule), Rainbows, Red and Blues, or Double Trouble.

2. Amobarbital Sodium: Known by Eli Lilly and Company brand name 'Amytal' (a solid blue capsule), Blues, Blue Birds, Blue Devils, or Blue Heavens.

3. Pentobarbital Sodium: Known by Abbott Laboratories brand name 'Nembutal' (a solid yellow capsule), Yellows, Yellow Jackets, Nimby or Nimbie.

4. Secobarbital Sodium: Known by Eli Lilly and Company brand name 'Seconal' (a solid red capsule), Reds, Pinks, Red Birds, Red Devils, Seggy, or Seccy.

Chloral Hydrate: Found in liquid, tablet or powder form and usually known as Mickey Finn, Mickey or Peter

Methaqualone: Known as Ludes, MTQ, Quaalude, Quads, Quas, Soapers, Soap, Sopes, Sopor, Supors.

Paregoric: A derivative of opium found usually in liquid form. Known as Dover's powder, Parepectolin, PG, PO, or as Gee Head.

Tranquilizers: Known as brand names Equanil, Librium, Miltown, Serax, Tranxene, or Valium.

26.6.2 CANNABIS

Effects:

All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial increase in the heart rate, bloodshot eyes, a dry mouth and throat, and increased appetite.

Use of cannabis may impair or reduce short-term memory and comprehension; alter sense of time; and reduce ability to perform tasks requiring concentration and coordination, such as driving a car. Motivation and thinking processes may be altered. Marijuana can also produce paranoia and psychosis. Marijuana smoke contains more cancer-causing agents than tobacco.

Long term users of cannabis may develop psychological dependence and require more of the drug to get the same effect. The drug can become the center of their lives. Because THC (the psychoactive agent) is fat soluble, it can remain in the body for long periods of time and with continued use its effects can be accumulative.

Hashish: Known a Goma de Moto, Hash, Hashish Oil, Hash Oil, Liquid Hash, Soles

Marijuana: Usually found as dried, pulverized flowering tops, sees and leaves known as Acapulco Gold, Bo Bo Bush, Cannabis, Columbian, Dope, Fu, Gage, Ganga Grass, Grass Griefo, Griffa, Hay, Hemp, Herb, Indian Hay, J, Jay, Jive, Joint, Loco Weed, Love Weed, Mary Jane, Mary Warner, Mezz, Mor a Grifa, Mota, Muggles, Mutah, Panama Red, Pod, Pot, Reefer, Rope, Sativa, Sinsemilla, Smoke, Splim, Stick, Sweet Luch, Tea, Thai Sticks, THC, Viper's Weed, Weed, or Yerba.

Tetrahydrocannabinol: Known as THC.

26.6.3 DESIGNER DRUGS

Effects:

Illegal drugs are defined in terms of their chemical formulas. To get around these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs known as designer drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

The narcotic analogs can cause symptoms such as those seen in Parkinson's disease uncontrollable tremors, drooling, impaired speech, paralysis and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one dose can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception.

Analogs of Amphetamines and Methamphetamines: Known as 2,5-DMA, DOB, DOM, MDM, MDMA, (Adam, Ecstasy, Essence, XTC), PMA, STOP, OR TMA.

Analogs of Fentanyl (Narcotic): Known as Synthetic Heroin or China White.

Analogs of Meperidine (Narcotic): Known as MPPP, MPTP (New Heroin), PEPAP, or Synthetic Heroin.

Analogs of Phencyclidine (Hallucinogens): Known as PCE, PCPy, or TCP

26.6.4 HALLUCINOGENS

Effects:

Lysergic acid (LSD), Mescaline, and psilocybin cause illusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects (flashbacks) can occur even after use has stopped.

Phencyclidine (PCP) interrupts the functions of that section of the brain that controls intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movements are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.

Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last 6 months to a year following prolonged daily use. Mood disorders depression, anxiety and violent behavior may occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and hallucinations. Large doses may produce convulsions and coma, heart and lung failure or ruptured blood vessels in the brain.

Lysergic Acid Diethylamide: Known as Acid, Blotter Acid, Blue Heaven, California Sunshine, Green or Red Dragon, Haze, LSD, Microdot, Paper Acid, Purple Haze, Sugar Cubes, Sunshine, Wedges, White Lightening, or Window Panes.

Mescaline Peyote: Known as Buttons, cactus, or Mesc, mescal, Mescal Buttons, Mescaline, Mezcaline.

Phencyclidine: Known as Angel Dust, C1-395, Crystal, Cyclone, Hog, Killer Weed, Loveboat, Lovely, or PCP, Peace, Pill, Rocket Fuel, Sernyl, Sernylan, Super Grass, or Tic Tac

Psilocybin: Known as Magic Mushrooms or Mushrooms

26.6.5 NARCOTICS

Effects:

Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma and possibly death.

Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted babies who experience severe withdrawal symptoms.

Codeine: Usually found in tablets or liquid form in cough syrups. Known as Empirin Compound with Codeine, Tylenol with Codeine, Codeine, or Codeine in cough syrups.

Heroin: Usually found as a white crystalline powder in papers or capsules known as Big H, Boy, Brown, Brown Sugar, Caballo, Chiva, Crap, Estuffa, H, Harry, Heroína, Hombre, Horse, Joy Powder, Junk, Mexican Mud, Polvo, Scag, Smack, Schmeck, Stuff, Thing, (Deacetylmorphine), Mexican Tar (Mexican heroin is often brown, tan, gray or pink in color).

Meperidine: Demerol, Mepergan, Pethidine

Methadone: Dolophine, Amidone, Methadose

Morphine: Usually found as a white powder known as Cube, Emsel, First Line, Goma, Hard Stuff, Hocus, M, Miss Emma, Morf, Morfina, Morphie, Morpho, Mud, White Stuff, Unkie.

Opium: Dover's Powder, Paregoric, Parepectolin

Other: Darvon, Fentanyl, Lomotil, Talwin, Tussionex, Percocet, Percodan

26.6.6 STIMULANT: COCAINE

Effects:

Cocaine is a strong central nervous system stimulant; its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependence, a feeling that the user cannot function without the drug. Tolerance develops rapidly.

Crack or freebase rock is extremely addictive and its effects are felt within 10 seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizures.

The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

Cocaine: Usually found as a white crystalline powder known as Bernice, Burese, Bernies, Blow, C, Coca, Coke, Cg, Cecil, Corine, Carrie, Cholly, Dust, Flake, Girl, Gold Dust, Happy Dust, Heaven Dust, Lady, Mujer, Nose Candy, Paradise, Perico, Polvo Blanco, Rock, Snow, Star Dust, or White Girl.

Crack: Known as a Crack Cocaine, Freebase Rocks, or Rock.

26.6.7 STIMULANTS: MISCELLANEOUS

Effects:

Stimulants can cause increased heart and respiratory rates, elevated blood pressure, dilated pupils and decreased appetite. In addition, users may experience sweating, headache, blurred vision, dizziness, sleeplessness, and anxiety. Extremely high doses can cause a rapid or irregular heartbeat, tremors, loss of coordination, and even

physical collapse. An amphetamine injection can create a sudden increase in blood pressure that can result in stroke, very high fever, or heart failure. Psychological effects include feeling restless, anxious and moody. Higher doses intensify the effects.

Persons using large amounts of amphetamines over a long period of time can develop amphetamine psychosis that includes hallucinations, delusions, and paranoia. These symptoms usually disappear when drug use stops. Very high doses will cause coma and death. When mixed with other stimulants, the physical and psychological effects are addictive.

Amphetamines: Known generally as Beans, Bennies, Benzedrine, Bephetamine, Black Beauties, Black Mollies, Copilots, Crank, Crossroads, Crystal, DET, Dexedrine, Dexies, DMA, DMT, DOM, Double Cross, Eye-openers, Footballs, Hearts, Lid Proppers, Meth, MDA, Minibennies, Pep Pills, Rosas, Roses, Speed, STP Thrusters, TMA, Truck Drivers, Uppers, Wake-ups, or Whites. Injectable amphetamine is also known as Bombido.

Amphetamine Sulfate: Known by Smith, Kline & French Laboratories' brand name Benaedrin (rose-colored, heart-shaped tablet), Peaches, Bennies, Roses, Hearts. Also found as round, white, double-scored tablets known as Cartwheels or Whites, or as oval-shaped tablets known as Footballs or Greenies. Long-acting Amphetamine Sulfate tablets are found in many colors and are commonly called Coast-to-Coasts, LA Turnabouts, Co-pilots, or Browns.

Dextroamphetamine Sulfate: Known by Smith, Kline & French Laboratories brand name Dexedrine (orange-colored, heart shaped tablet), Hearts, Oranges, or Dexies.

Methamphetamines: Known as Crank, Crystal, Crystal Meth, Methedrine, Speed.

Other: Caffeine, Cylert, Didrex, Loamin, Nicotine, Plegine, Pondimin, Preludin, Prestate, Ritalin, Sandrex, Tenuate, Tepanil, Voranil.

26.6.8 QUICK REFERENCE

ANTI-DEPRESSANTS

Elavil
Nardil
Sinequan
Toftanil
Vivactyl

ANTI-PSYCHOTICS

(Major Tranquilizers)
Mellaril
Prolixin
Stlazine
Thorazine
Haldol
(Inapsine)

HALLUCINOGENICS

DMT
LSD (Lysergic acid diethylamide)
MDA
Mescaline
PCP
(THC)
Dilantin
Trilafon

INHALANTS

Ether
Nitrous Oxide
Toluene

MINOR TRANQUILIZERS

Librium
Meproamate
Naltraxone
Serax
Tranxene
Valium

NARCOTIC ANTAGONISTS

Cyclazocine
Narcan
Oxylorphan

NARCOTICS

Codeine
(Darvon)
(Talwin)
Demerol
Dilaudid
Heroin
Meperidine
Methadone
Morphine
Numorphan
Opium
Percodan

OTHERS

Caffeine
Nicotine
Theophylline
Xanthines

STIMULANTS

Amphetamines
Benedrine
Desoxyn
Dexedrine
Methedrine
Phentermine
Preludin
Ritalin
Tenuate
Tepanil
(Cocaine)

SEDATIVES

Barbiturates
Amytal
Nembutal
Seconal
Chloral Hydrate
Dalmane
(Alcohol)
Doriden
Noludar
Phenobarbital
Placidyl
Quaalude

26.7 OCCULT TERMINOLOGY

A

ABYSS: The abode of the dead and demons

ACOLYTES: Initiates assistants

ALPHA: Main ritual room

ALTAR: Ritual table

AMULET: An ornament or charm used to ward off spells

ANKH: A cross with a loop on top; sign of life

ASTRAL PROJECTION: Also called out-of-body experience (OOBE) and soul travel, consciousness leaves the physical body and temporarily resides in an astral (emotional) body which is an immaterial double of that physical body even to the extent of possessing its own sensory equipment.

ATHAME: Ritual knife

B

BEELZEBUB: Lord of the flies

BELIAL: Without a master

BELL: Rung to begin and end rituals

BLACK: Darkness, nite, sorrow, evil, devil

BLACK MAGIC: Use of power for evil purposes

BLACK MASS: A ritual by which Satanists blaspheme God and ridicule Christianity

BLACK WIDOW SPIDER: Mark of death

BLOOD: The part of man which survives death; in drinking it you acquire his divine quality.

BLUE: Vigilance, tears, water, sadness, pornography

BOOK OF SHADOWS: Compiled by each with who chooses to do so; a personal workbook reviewing his/her experiences with rituals, ceremonies, prayers, tools, etc.

C

CABALLA: Also spelled Kabbalah, Cabala, and Qabalah; called the Occult Bible and Yoga of the West, Jewish mysticism (traditionally forbidden to Jews) purportedly a philosophical and theological system which treats of the relationship between human life and universal laws.

CANNIBAL: A person who eats human flesh at rituals

CATOPTROMANCY: Divination by means of mirrors

CELEBRANT: Presiding priest (sacrist)

CELEBRANTS: Junior mothers and fathers

CHALICE: A cup or goblet used in rituals

CHAPTERS: Branches of church organization

CIRCLE: Nine foot (9) on floor; magic done inside for protection and concentration

COVEN: Branch of organization; ideal number in witchcraft is 13; may range from 4-20 members

COVENATOR: Ministers of lowest rank

CROWLEY, ALEISTER (1875-1947): Notorious Satanist infamous for his sadomasochistic practices, destructive power over people, danse macabre (conjured demons who visibly joined participants during ceremonies), and his personal writings. Crowley's books have survived and now inspire a cult following Ordo Templi Orientis, College of Thelma, Thelemic Order, and Coven of the Dragon practice in the Crowley tradition. Once labeled The Wickedest Man in the World, his magick number was 666 and his chosen name was The Beast. Crowley helped LaVey establish the First Church of the Satan in San Francisco. The satanic church echoes one of Crowley's favorite proverbs, in fact he used this as a greeting: Do what thou wilt shall be the whole of the Law Crowley covens like other Satanists can be extremely dangerous.

CURSE: A spell or hex invoked against someone.

D

DEGREE: Ranking within organization

DEMON: A spirit with no body; angels who rebelled

DEMONCRACY: Worship of an evil nature

DISCIPLE: Lay member

DIVINATION: Foretelling the future by interpreting signs from the gods; act of obtaining secret knowledge, especially about the future, from demons.

DONKEY BEADS: Azure blue beads worn as a talisman and for recognition

E

EARS: Signify wisdom and spiritual development

ELAEOMANCY: Divination by observation of a liquid

ESBAT: Coven meetings

EVANGELIST: Represents Satan at rituals

EXORCISM: The act of removing invading spirits

EYES: The evil eye is feared

F

FAMILIAR: A demonic spirit who serves a witch or medium

FINGER: Holds spiritual powers; index finger is known as poison, witch or cursing finger; must not use it to touch a wound or it will never heal

FIRE: Symbolizes Satan

FULL MOON: Greatest time for magical power

G

GOAT: Satan appears in form of a goat

GOAT'S HEAD: 16th century symbol for Satan

GREEN: Vegetation, nurture, soothing, restful

GRIMORIE: Also spelled grimoire; book of spells and magickal procedures

H

HAIR: Holds character; in witch hunt times, it was believed sorcerers magical potency was in his hair

HALLOWEEN: A November Eve witches holiday; considered to be the day of the year most suitable for magic or demonic activity

HEAD: Central powerhouse of the body; believed to be the seat of the soul and to contain potent magical powers

HEART: Symbol of eternity and the seat of emotion and intellect; hearts may be eaten in order to acquire characteristics of victim; by controlling the heart of another, one controls the entire being

HEXAGRAM: Six-pointed figure used to con demons

HIGH PRIEST: Top leaders – male gender

HIGH PRIESTESS: Top leaders – female gender

I

ICONS: Sacred ornate frames decorated with red cloth

INCANTATIONS: Ritual recitation of verbal charms or spells

INCUBUS: Demon that copulates with human females

INITIATE: New member

INVERTED CROSS: Mockery of Christian cross

INVERTED PENTAGRAM: Five-pointed star with single point downward

IPPISSMUS: Highest order held in Satanism; rarely attainable during a lifetime

I.P. MESSENGER: Minister of lowest rank

J

K

L

LOST BOOKS OF MOSES (AND THE 44 SECRET KEYS TO UNIVERSAL POWER): Supposedly the 6th, 7th, 8th, 9th, and 10th books written by the Old Testament prophet Moses. These texts portray Moses as a skilled magician and instruct in the ways of conjuring spirits and preparing and offering burnt and blood sacrifices.

LUCIFER: The angel of the morning star cast from heaven

LUCIFERANS: A medieval Satanic sect who worshipped Lucifer and sacrificed to demons

M

MAGICK: Ritual, ceremonial manipulation of universal energies and life forces; illicit, demonic power; science and art causing change to occur in conformity to thy will

MASS: Ceremony

MASTER: Top leader

MENTOR: Senior brothers and sisters

METAPHYSICS: An esoteric, speculative philosophy; occultic metaphysics sees man as inherently divine with unlimited potential for godlike power, wisdom and knowledge

MINOR LUMINARY: Lieutenants to leaders

MISSAL: Book with rituals and teachings

N

NECROMANCY: Conjuring spirits of the dead to magically reveal the future or influence the course of events

NECRONOMICON: Testament written by the Mad Arab, Abdul Alhazred in the 9th Century A.D.; literally, Book of the Dead, or the Book of Black Earth. It serves as an amulet and a talisman against the Forces of Darkness. This is a sorcerer's handbook dealing with necromancy (communicating with the dead), invocations and conjurations of spirits, and, among other things, magical formulas. This book is extraordinarily potent and, like all of the others mentioned is extremely dangerous.

NEOPAGANISM: Contemporary adaptation of pre-Christian, possibly European paganism also based upon the worship of the feminine principles.

NESTS: Branches of groups

NUDITY: Believed essential to raising forces through witch magic works

O

OCCULT: Term meaning hidden; beyond the human sense realm; mysterious

O.P. MINISTER: Student ministers

P

PAGAN: A sect of witchcraft from the old religion

PENTACLE: Disc-shaped talisman

PROPHETS: Senior brothers and sisters

PROVISIONAL MASTER: Lieutenants leaders

Q

R

RED: Blood, physical life, energy

RESPONDERS: At rituals, he states natures of Lucifer and Christ

RIGHT PATH: Path taken in white magic

RITUAL: Tool to focus individual power of group members on a common concern or object

S

SABBAT: Significant holidays and celebrations of which there are eight during the year

SACRIFIST: Presiding priest – represents Christ

SADISM: Sexual satisfaction derived from the pain of others

SANCTUM: Main ritual room

SATANISTS: Practitioners of satanic worship

SÉANCE: A ritual by which a medium calls upon the spirits of the dead

SERPENT: Serpent with horns is symbolic of the demons

SERVERS: Ritual assistants

SHRINE: Ritual table

SKULL: Human or animal used in rites

SOLSTICE: Either of two times of the year when the sun has no apparent northward or southward motion

SORCERERS: Those who have made a pact with the devil

SUCCUBUS: A female demon that copulates with human males

SUPERIORS: Junior mothers and fathers

T

TALISMAN: An object believed to hold magical powers

U

V

VOODOO: A religious cult of African origin; practices sorcery and communicates with ancestors through rituals and fetishes

W

WALPURGIS NIGHT: The eve of May Day; a witches Sabbath (April 30); a powerful time in Satanism

WARLOCK: Male practitioner of Satanism or witchcraft

WATER: Symbolizes Christ

WHITE: Cleanliness, purity, innocence

WHITE MAGIC: Uses magical powers to do good

WITCH: Female practitioner of Satanism or witchcraft

WITNESS: Student ministers

X

Y

YELLOW: Perfection, wealth, glory, power

Z

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